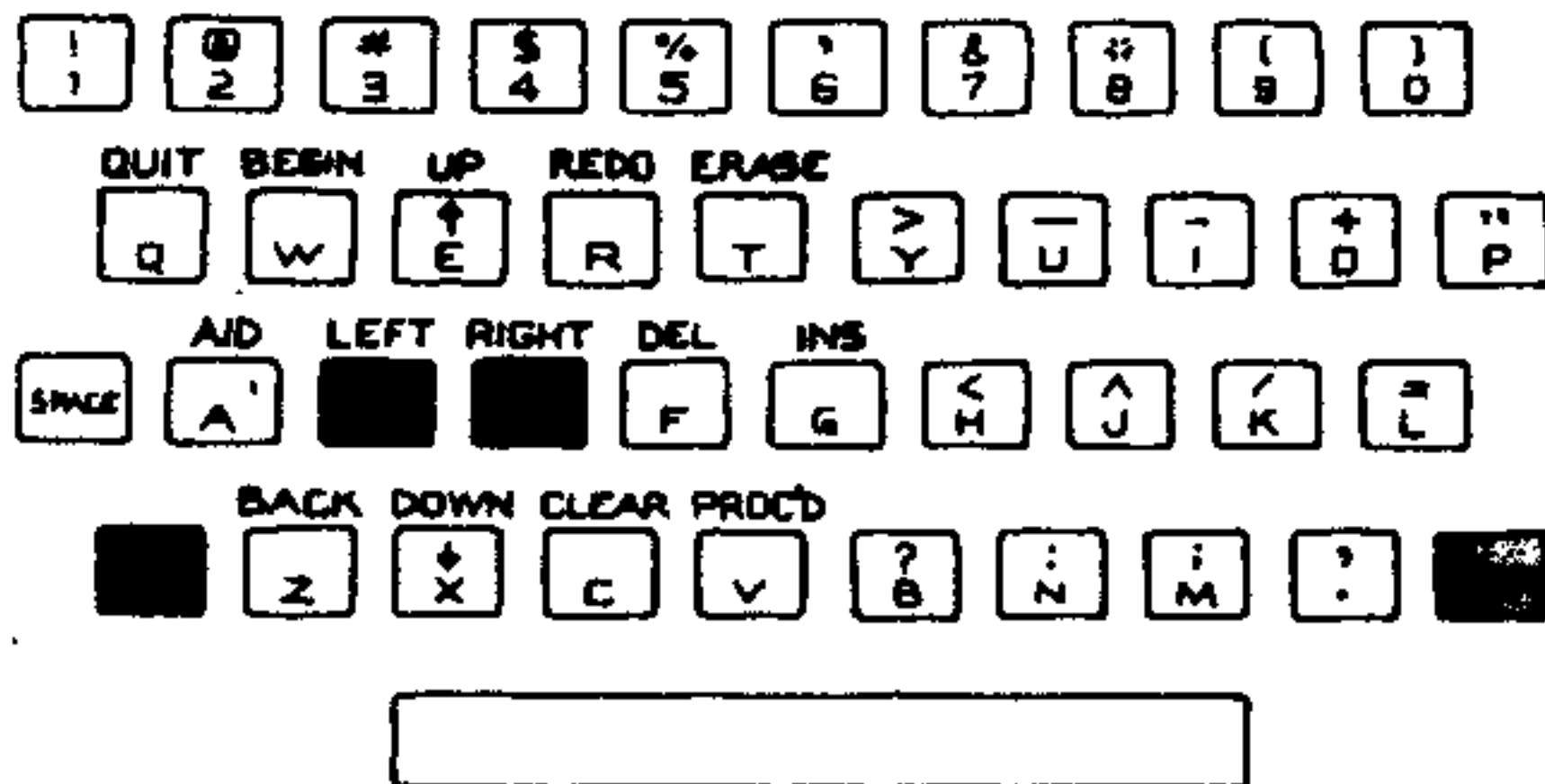


Accounting Assistant

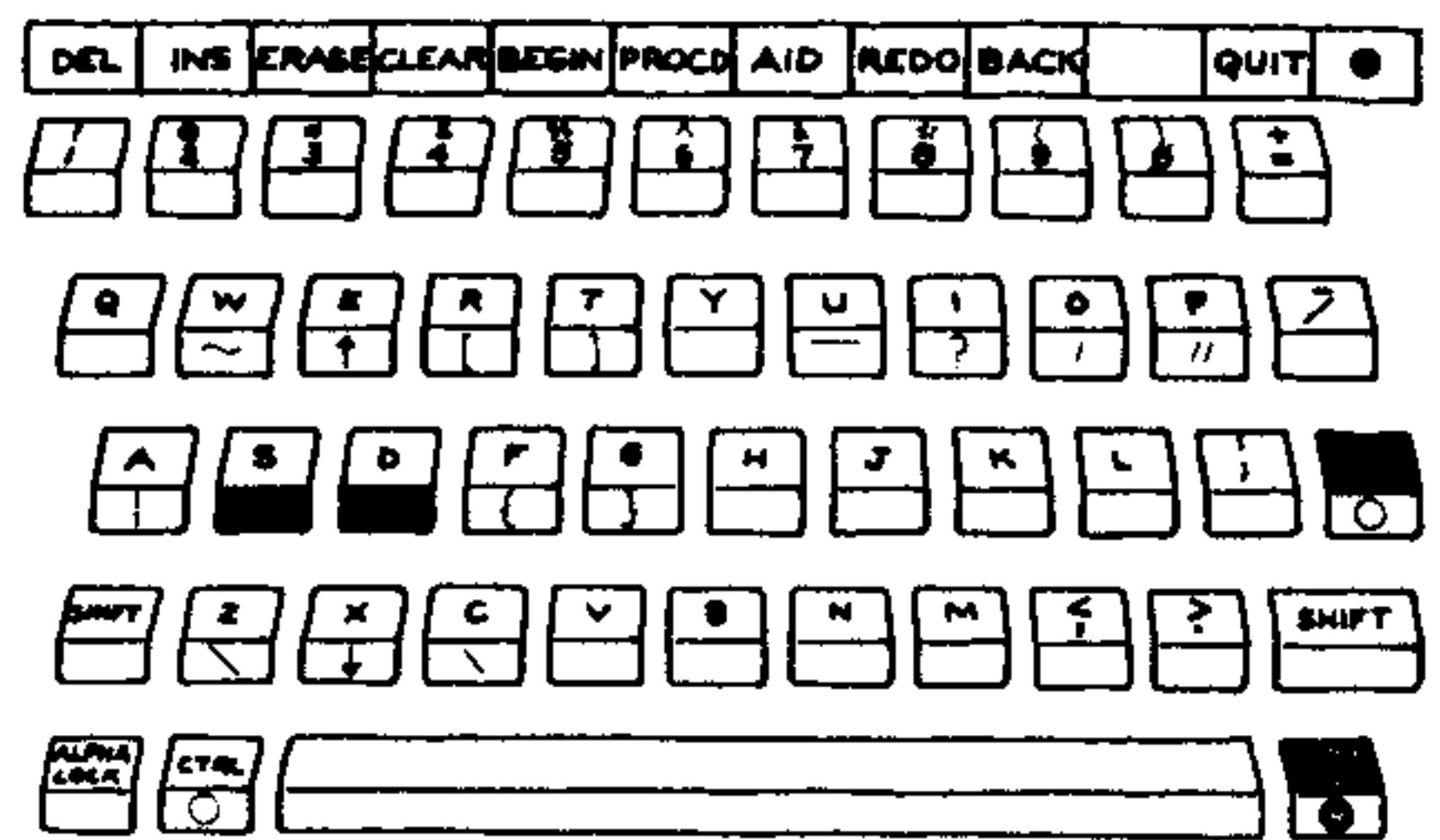
Scott,
Foresman
School
Management
Applications

Keyboard Reference Guide

TI 99/4 Keyboard



TI 99/4A Keyboard



Function

- ENTER** stores the data just typed.
- LEFT** (←) moves the cursor one space to the left without erasing a character.
- RIGHT** (→) moves the cursor one space to the right without erasing a character.
- DEL(ETE)** deletes the character beneath the cursor and automatically closes up space.
- INS(ERT)** inserts one or more characters, starting from where the cursor is when the function is first used. To cancel this function, another function must be activated or **ENTER** must be pressed.
- ERASE** deletes all data in the field where the cursor is then located.
- CLEAR** does the same as **ERASE**.
- END** stops any *School Management* program or a segment or *branch* of the application.
- QUIT** interrupts a program and restores the preliminary Texas Instruments display. *With disk-based applications, this function can cause loss of data or diskette damage.*
- BEGIN, UP, REDO, AID, BACK, DOWN, and PROC'D** are not used in *School Management Applications*. Some are used with *Disk Manager* (page 10).

TI 99/4

- ENTER
- SHIFT-S
- SHIFT-D
- SHIFT-F
- SHIFT-G
- SHIFT-T
- SHIFT-C
- E/END
- SHIFT-Q

TI 99/4A

- ENTER
- FCTN-S
- FCTN-D
- FCTN-1
- FCTN-2
- FCTN-3
- FCTN-4
- E/END
- FCTN-=

Special Reminders

1. You cannot substitute the letter *L* for the number *one*.
2. You cannot substitute the letter *O* for a *zero*.
3. You cannot use the underscore function to underline. *It erases characters.*
4. The space bar and space key erase characters.

Accounting Assistant

Developed by ESI, Inc.
St. Paul, Minnesota

Scott, Foresman School Management Applications

Scott, Foresman and Company
Electronic Publishing Offices:
Glenview, Illinois

Regional Offices: Palo Alto, California •
Tucker, Georgia • Glenview, Illinois •
Oakland, New Jersey • Dallas, Texas

This Scott, Foresman *School Management Application* module is designed for use with the Texas Instruments 99/4 microcomputer. A disk controller, two disk drives for 5¼-inch diskettes, an RS-232 interface, and a printer must be used with this module.

The Scott, Foresman *School Management Applications* were developed in conjunction with ESI, Inc., a firm that provides a variety of professional services for local, state, and Federal educational agencies, and for corporations engaged in developing technological products for education. Founded in 1968 as an educational consulting and evaluation group, ESI has come to focus its staff's professional expertise in educational computing on the development of computer software for education, training, and administration.

Component	Serial Number	Purchase Date
TI 99/4 Microcomputer		
Video Display Monitor		
RS-232 Interface		
Disk Controller		
Disk Drive 1		
Disk Drive 2		
Printer		
Optical Card Reader		
RF Video Modulator (needed with TV sets)		

ISBN 0-673-30443-4

Copyright © 1981
 Scott, Foresman and Company, Glenview, Illinois
 All Rights Reserved.
 Printed in the United States of America.
 1 2 3 4 5 6 7 - MAL - 87 86 85 84 83 82 81

Contents

Part 1: Your School Management System

- 4 Before Using Your School Computer
- 5 For Safety's Sake
- 5 Providing Power for Your System
- 5 Avoiding Electrical Hazards
- 6 Avoiding Accidental Data Loss
- 6 Ensuring Good Ventilation
- 6 Supporting the Components
- 6 Caring for Your System
- 8 Starting Up Your System
- 8 Connecting the Components
- 9 Powering Up and Powering Down
- 9 Using Your System with *Disk Manager*
- 13 The Console
- 14 The Keyboards
- 14 Special Function Keys
- 14 For TI 99/4A Users Only
- 15 The Video Display Monitor
- 15 Using a Video Modulator
- 16 The RS-232 Interface
- 16 The Disk System and Diskettes
- 17 Operating the Disk System
- 18 Caring for Diskettes
- 18 Initializing Diskettes
- 19 Naming Diskettes
- 19 Testing Diskettes
- 20 Backing Up Diskettes
- 21 Labeling and Filing Diskettes
- 22 The Printer
- 22 Choosing a Good Work Space
- 23 Caring for Your Printer
- 23 Installing a Ribbon
- 24 Loading and Adjusting Paper
- 25 Starting Your Printer
- 25 Adjusting the Printhead
- 25 The Left-Hand Control Panel
- 26 Interpreting TSD Codes and Signal Tones
- 27 The Right-Hand Control Panel
- 27 Setting Printer Configuration
- 28 Using the Diagnostic Tests
- 29 Setting Printer Format
- 29 Checking Your System
- 29 General Checks
- 30 Printer Checks
- 31 Disk System Checks
- 31 Checking Other Units

Part 2: Using *Accounting Assistant*

- 32 How This Application Can Help You
- 32 Diskette Data Capacity
- 32 The Main Procedures
- 34 The *Accounting Assistant* Reports
- 34 Report 1: Payment List
- 34 Report 2: Detail (or Summary) Check Register
- 34 Report 3: End-of-Period Summary
- 34 Report 4: Account Comparison
- 38 Report 5: Account Budget Worksheet
- 38 Report 6: Account Budget Analysis
- 38 Report 7: Purchase Orders
- 38 Report 8: Vendors
- 40 General Operating Procedures
- 40 Preliminary Checks
- 40 Inserting Module and Diskettes
- 40 Special Function Keys
- 41 Signal Tones
- 41 Entering Data
- 41 Correcting Input Errors
- 41 Changing Modules
- 42 Beginning a Work Session
- 42 Entering the District Name
- 42 Entering the Date
- 42 Entering the Year
- 43 Building the Initial Data Base
- 43 Setting Up Accounts
- 44 Coordinating the Accounting Applications
- 45 Entering Vendor List
- 46 Using the Main Menu
- 46 Option 1: Enter/Edit Accounts
- 47 Option 2: Enter/Edit Vendors
- 48 Option 3: Enter/Edit Purchase Orders
- 49 Option 4: Enter/Edit Payments
- 52 Option 5: Print Reports
- 54 Option 6: Process End-of-Period
- 56 Option 7: Process End-of-Year
- 57 Suggested Accounting Procedures
- 58 Hints to Help You
- 58 Backing Up Data
- 58 Caring for Your Module
- 58 In Case of Difficulty
- 60 The *Accounting Assistant* Flow Chart
- 63 Glossary of Data Fields
- 65 Microcomputer Glossary
- 66 Index
- 68 Payments Form
- Warranty and Service Information

Part 2: Using *Accounting Assistant*

How This Application Can Help You

Accounting Assistant is an expenditure accounting application that can help you control general fund payments and budgets. The application keeps track of expenses, monitors expenses against budget, produces a check register, and keeps records of purchase orders, payments, and vendors.

The data needed to use this application are your school district's expenditure account codes and descriptions, current and next year's budget amounts for each account, vendor names and addresses, purchase order information, and payment information. These data can be edited whenever necessary. Once these data are entered, the computer can automatically generate the following reports: Report 1, "Payment List," Report 2, "Detail (or Summary) Check Register," Report 3, "End-of-Period Summary," Report 4, "Account Comparison," Report 5, "Account Budget Worksheet," Report 6, "Account Budget Analysis," Report 7, "Purchase Orders," and Report 8, "Vendors" list.

To monitor the expenses against budget the application has an expenditure record for each type of expense. The breakdown of expenditure items can be as detailed as you desire. Separate accounts could be set up for salaries, supplies, and so on, for each administrative unit, such as a school. If more detail is desired, there could be an account for each program within every unit.

Each of the expenditure accounts is given a budget for the year. As payments are entered into the system and charged to an account by its record number, each payment is deducted from the budget for the account charged, and the total expense is accumulated. At any time you can see on screen how much has actually been spent for each account up to the end of the last period, while various reports show total expenditures for all accounts. To give you a more complete picture of how much remains in each budget, *Accounting Assistant* keeps track of the purchase orders that have been issued. The items entered for each purchase order are charged automatically to the expenditure account whose record number is given on screen when a purchase order is created.

Diskette Data Capacity

Accounting Assistant requires the use of two diskettes simultaneously. Here are the highest numbers of each type of record that can be stored in any one accounting period:

- 400 expenditure accounts
- 500 vendor records
- 300 purchase orders
- 360 payments, up to 300 of which may be purchase order payments

Important: Immediately after entering your initial data base, you should copy your data diskettes and file the duplicates safely before proceeding with the application. To make copies, first remove your disks from the disk drives. Then switch off the console, remove the application module, insert the *Disk Manager* module, switch on the console again, and proceed to back up your data as explained in Part 1, pages 20-21.

The Main Procedures

The *Accounting Assistant* application comprises seven main functions:

1. **Opening Accounts** This function creates a data base of accounts with opening balances, and allows you to add new accounts when necessary. For every account, you should enter your existing account code (up to 25 characters), account name, last year's actual amount spent, budgeted amount for the current year, and next year's budget. You may add or delete account information when necessary by using the application's editing features.
2. **Entering Vendor Data** You must enter the names and addresses of vendors from whom you expect to make purchases during the year. Additions, deletions, or corrections to the vendor data can be made later, if necessary.
3. **Entering Purchase Order Data** Purchase order numbers, account numbers, vendor numbers, order dates, requisition numbers, and amounts of orders must be copied from each written purchase

order when it is issued. Each item on a purchase order must be entered on a separate display screen. This information may be edited later.

4. Entering Payment Data Payments that are to be made either through the filling of a purchase order or through a direct payment are entered. The data you may enter include record numbers of accounts and vendors, dates, amounts, invoice numbers, and check numbers for each payment made. Changes may be made later before the end of the accounting period to correct errors.

Important: When entering each item from a purchase order, you must give the computer-assigned record number of the account to which that item should be charged. It is this account record number, *not* your school's longer account code, that the application uses to link each expenditure to the chargeable account.

5. Printing Reports The computer can use the data you enter to produce any report selected from the REPORTS menu (see page 52).

6. Ending a Period When you reach the end of your desired reporting period, you should process all transactions for the period. You may define the length of the accounting period to suit your normal accounting procedure. *However, no more than 360 payments, including a maximum of 300 payments by purchase order, can be entered on two diskettes during any period.* Option 6 on the main menu,

labeled PROCESS END-OF-PERIOD (see page 54), causes all payments for the current period to be posted automatically to the appropriate accounts, vendor files, and purchase orders.

During this procedure all cumulative balances are updated automatically and payment files are reset to zero to accept payment records for a new period.

Important: At this point, detailed payment records for the period just closed are erased. Therefore, it is essential to print, verify, and file the "Payment List" and "Detail Check Register" for every period before closing it.

7. Ending the Accounting Year This function allows you to do the final processing for the current year. It is similar in function to PROCESS END-OF-PERIOD. The final amount spent for each account will become the "last year's actual" expenditure for that account.

These functions can be selected from the main menu. When a pair of diskettes is being used for the first time with *Accounting Assistant* you will have to enter at least one record in the expenditure account and vendor files before you may proceed to the main menu.

You can enter new information or edit existing information by selecting any of the first four options from the main menu.

Whenever you wish to end the program you should return to the main menu, headed ACCOUNTING ASSISTANT.

The Accounting Assistant Reports

The reports produced by this application are shown in this manual at approximately *three-quarter size*. Their full size, when the perforated sprocket-hole strips on each side are removed, is a standard 8½-by-11-inch notebook sheet.

Report 1: Payment List

This report lists each payment made for the current period, including adjustment entries. See page 35 for a sample "Payment List." The payments are listed in the order they were entered, by payment number. This report should be printed just before the end of each period so that you will have a record of all payments for the period.

Important: Once the PROCESS END-OF-PERIOD option is run from the main menu, the "Payment List" cannot be printed because end-of-period processing clears all paid transactions from the file, preparing it for the next period's payments.

Report 2: Detail (or Summary) Check Register

After you have entered all payments for the current period, the "Detail Check Register" should be printed. If there have been payments entered during the period, the application *requires* that you print this report before you run the PROCESS END-OF-PERIOD option from the main menu.

Payments for which a check number was already entered are printed on the report first. The computer assigns the other numbers in sequence, beginning with the STARTING CHECK NUMBER shown at the top of the report. This number, entered by the user just before printing the report, should be that of the next unused check. The date assigned to computer-numbered checks is the work session or run date, as entered on the DISTRICT NAME entry screen (see "Beginning a Work Session").

The payments are sorted by VENDOR RECORD #, so that if more than one payment has been entered for a vendor only one check is produced. The report is printed in check number order. All payment items making up each check are listed together, with their individual amounts and any identifying comments. This is followed by the check's total amount. See page 35 for a sample "Detail Check Register."

After checks have been approved for payment, the "Detail Check Register" shows you which checks to write to vendors. A check stub for each check is helpful because it can tell the vendor the

account, purchase order number, and invoice number for the payment being made. You can use the "Vendors" list (Report 8) to find all vendor addresses when writing checks.

The "Summary Check Register" can be printed after the "Detail Check Register" is printed. This report prints one line for each check with a total of all checks at the end of the report. See page 35 for the "Summary Check Register" that would follow the sample "Detail Check Register" shown on the same page. The summary report is designed for use by the school board for approval of payments to vendors.

Report 3: End-of-Period Summary

This report summarizes the number of accounts used, purchase orders issued, vendors used and not used, and payments made for a particular period, the year to date, and the previous year to date. See page 36 for a sample "End-of-Period Summary." When this report is selected, the payments made during the current period are *not* subtracted from current balances, but the report does show other current period changes such as the addition of an account or vendor to the diskette, new open purchase orders created, additional vendors, and budget alterations. However, payments are not *posted* (recorded) for the period until you run the PROCESS END-OF-PERIOD option from the main menu. Then balances are updated and an "End-of-Period Summary" that *does* reflect all payments made during the period will be printed automatically. The sample report is headed PERIOD 2 because it was run *during* Period 3 from the REPORTS menu; if run at the end of the period using Option 6, PROCESS END-OF-PERIOD, it will be headed PERIOD 3 and look like the sample on page 55.

Report 4: Account Comparison

This report lists all established accounts and is used to monitor payments against the budget for each account. As with Report 3, this report does not reflect current period payments made until after the PROCESS END-OF-PERIOD option is selected from the main menu for the period. Once the end-of-period processing has been performed, this report will take into account the outstanding purchase orders *and* payments made. See page 36 for a sample "Account Comparison" report.

The payments are accumulated for each account and printed as the year-to-date amount, along with the percentage of the budget allocated for this account that has been expended to date. The outstanding purchase orders for each account are

10/25/82

*** PAYMENT LIST ***
 ROCKY BLUFF SCHOOL DISTRICT
 1982-83 PERIOD 3

PAY #	CHECK DATE	AMOUNT PAID	FINAL PAY	COMMENT	PO #	ACCT REC #	ACCOUNT CODE	CHECK#	INVOICE	VENDOR REC #	NAME
1	10/01/82	150.00	Y	HIST.BOOKS	51	1	825-6073-1941-321	238	MM9257	3	MONTGOMERY & MOUNTER
2	10/01/82	204.31	N	CHAIRS	52	2	825-6073-1941-322	239	JH3001A	2	JH SCHOOL FURNISHING
3	10/15/82	500.00	N	UNIFORMS	55	8	825-6073-1944-328	240	Z2522	5	SPORTS UNLIMITED
4	10/25/82	750.00		FILMSTRIPS		1	825-6073-1941-321	241	CA0089	4	COOPER AUDIOVISUAL
5	10/25/82	220.75	N	EASELS	56	1	825-6073-1941-321	242	R501-B	6	WORLD OF ART
6		100,000.00		ADJUSTMENT		5	825-6073-1943-325			0	
7		35,000.00		ADJUSTMENT		6	825-6073-1943-326			0	
8		20,000.00		ADJUSTMENT		7	825-6073-1943-327			0	

TOTAL \$156,825.06

Report 1

10/25/82

*** DETAIL CHECK REGISTER ***
 ROCKY BLUFF SCHOOL DISTRICT
 1982-83 PERIOD 3

STARTING CHECK NUMBER = 241

CHECK#	ACCT REC#	ACCOUNT CODE	DESCRIPTION	PAYMENT MADE	CHECK AMOUNT	COMMENT	VENDOR REC#	NAME	INVOICE	PO #	FINAL PAY
238	1	825-6073-1941-321	INSTRUCTIONAL MATR	YES	150.00	HIST.BOOKS	3	MONTGOMERY & MOUNTER	MM9257	51	YES
239	2	825-6073-1941-322	OFFICE FURNITURE	YES	204.31	CHAIRS	2	JH SCHOOL FURNISHING	JH3001A	52	
240	8	825-6073-1944-328	ATHLETICS	YES	500.00	UNIFORMS	5	SPORTS UNLIMITED	Z2522	55	
241	1	825-6073-1941-321	INSTRUCTIONAL MATR	YES	750.00	FILMSTRIPS	4	COOPER AUDIOVISUAL	CA0089		
242	1	825-6073-1941-321	INSTRUCTIONAL MATR	YES	220.75	EASELS	6	WORLD OF ART	R501-B	56	

TOTAL OF ALL CHECKS IS \$1,825.06

NEXT CHECK NUMBER IS 243

Report 2

10/25/82

*** SUMMARY CHECK REGISTER ***
 ROCKY BLUFF SCHOOL DISTRICT
 1982-83 PERIOD 3

CHECK DATE	CHECK#	VENDOR REC#	NAME	CHECK AMOUNT
10/01/82	238	3	MONTGOMERY & MOUNTER	150.00
10/01/82	239	2	JH SCHOOL FURNISHING	204.31
10/15/82	240	5	SPORTS UNLIMITED	500.00
10/25/82	241	4	COOPER AUDIOVISUAL	750.00
10/25/82	242	6	WORLD OF ART	220.75

TOTAL OF ALL CHECKS IS \$1,825.06

Report 2 (Optional)

10/25/82

*** END-OF-PERIOD SUMMARY ***
 ROCKY BLUFF SCHOOL DISTRICT
 1982-83 PERIOD 2

ACCOUNTS:	NUMBER	LAST YEAR ACTUAL	THIS YEAR BUDGET	NEXT YEAR BUDGET	YEAR-TO-DATE EXPENDED
	9	3,915,991.01	4,013,250.00	4,020,750	157,616.74

PURCHASE ORDERS:	NUMBER	ORDER AMOUNT	AMOUNT PAID	NUMBER OPEN PO'S	NUMBER FINAL PAY
	4	3,250.91	1,000.85	4	0

VENDORS:	NUMBER	YEAR-TO-DATE PAYMENTS	CHECKS WRITTEN	NUMBER NOT USED
	7	2,616.74	10	1

PAYMENTS:	NUMBER	AMOUNT PAID
PREVIOUS YEAR-TO-DATE	9	157,150.85
PERIOD 2	4	465.89
NEW YEAR-TO-DATE	13	157,616.74

Report 3

10/25/82

*** ACCOUNT COMPARISON ***
 ROCKY BLUFF SCHOOL DISTRICT
 1982-83 PERIOD 3

REC#	ACCOUNT CODE	DESCRIPTION	BUDGET	YTD AMOUNT	% OF BUD	AMOUNT ON ORDER	% OF BUD	BALANCE BUD-YTD-ORD	% OF BUD
1	825-6073-1941-321	INSTRUCTIONAL MATRLS	1,300,000.00	1,385.85	0	770.75	0	1,297,843.40	100
2	825-6073-1941-322	OFFICE FURNITURE	112,500.00	350.00	0	504.31	0	111,645.69	99
3	825-6073-1941-323	OFFICE SUPPLIES	86,000.00	325.89	0	0.00	0	85,674.11	100
4	825-6073-1942-324	MAINTENANCE SUPPLIES	20,000.00	55.00	0	0.00	0	19,945.00	100
5	825-6073-1943-325	INSTRUCT. SALARIES	1,200,000.00	100,000.00	8	0.00	0	1,100,000.00	92
6	825-6073-1943-326	ADMIN. SALARIES	420,000.00	35,000.00	8	0.00	0	385,000.00	92
7	825-6073-1943-327	CLERICAL SALARIES	240,000.00	20,000.00	8	0.00	0	220,000.00	92
8	825-6073-1944-328	ATHLETICS	215,750.00	500.00	0	975.00	0	214,275.00	99
9	825-6073-1945-329	FOOD SERVICES	419,000.00	0.00	0	0.00	0	419,000.00	100
TOTALS			4,013,250.00	157,616.74	4	2,250.06	0	3,853,383.20	96

Report 4

10/25/82

*** ACCOUNT BUDGET WORKSHEET ***
 ROCKY BLUFF SCHOOL DISTRICT
 1982-83 PERIOD 3

REC #	ACCOUNT CODE	DESCRIPTION	LAST YEAR ACTUAL	BUDGET	YTD AMOUNT	REC #	NEXT YR BUDGET	COMMENTS
1	825-6073-1941-321	INSTRUCTIONAL MATRLS	1,318,586.00	1,300,000.00	1,385.85	1	1,310,000	
2	825-6073-1941-322	OFFICE FURNITURE	114,750.50	112,500.00	350.00	2	112,000	
3	825-6073-1941-323	OFFICE SUPPLIES	85,895.78	86,000.00	325.89	3	86,250	
4	825-6073-1942-324	MAINTENANCE SUPPLIES	22,476.00	20,000.00	55.00	4	18,000	
5	825-6073-1943-325	INSTRUCT. SALARIES	1,100,000.00	1,200,000.00	100,000.00	5	1,200,000	
6	825-6073-1943-326	ADMIN. SALARIES	410,000.00	420,000.00	35,000.00	6	420,000	
7	825-6073-1943-327	CLERICAL SALARIES	230,000.00	240,000.00	20,000.00	7	240,000	
8	825-6073-1944-328	ATHLETICS	214,897.23	215,750.00	500.00	8	216,000	
9	825-6073-1945-329	FOOD SERVICES	419,385.50	419,000.00	0.00	9	418,500	
TOTALS			\$3,915,991.01	\$4,013,250.00	\$157,616.74		\$4,020,750	

ORIGINATOR'S SIGNATURE _____ DATE _____

REVIEWER'S SIGNATURE _____ DATE _____

APPROVAL SIGNATURE _____ DATE _____

Report 5

accumulated and printed as the AMOUNT ON ORDER, along with a percentage of budget. To calculate the AMOUNT ON ORDER, the application subtracts the AMOUNT PAID from the AMOUNT ON ORDER for each purchase order. However, if the AMOUNT PAID figure is negative, it indicates an overpayment and is not added to the AMOUNT ON ORDER.

The BALANCE BUD-YTD-ORD column on the report represents the uncommitted balance in an account budget (BUD) after subtraction of the year-to-date expenditures (YTD) and the amount on order (ORD). A percent-of-budget figure is calculated also.

Amount and percentage totals are printed for each column on the report.

Report 5: Account Budget Worksheet

This report, in worksheet format, can be used to aid in the determination of next year's budget for accounts. See page 37 for a sample "Account Budget Worksheet." Each account is printed with its LAST YEAR ACTUAL amount, current BUDGET amount, YTD AMOUNT, and NEXT YEAR BUDGET amount. As with Reports 3 and 4 above, the year-to-date amount will *not* include the current period payments unless the PROCESS END-OF-PERIOD option has already been run for the period. Space is provided on the worksheet for entry of the next year's budget amount and any comments. The record number appears on the report twice to facilitate computer entry of the next year's budget amount.

In the lower right-hand corner of each page of the report there are three blanks provided for approval signatures and dates. The signatures help document that the budget process has been approved by those persons responsible for doing so.

Report 6: Account Budget Analysis

This report should be printed after you have entered the next year's budget. The report compares the NEXT YEAR BUDGET with the LAST YEAR ACTUAL and the current year BUDGET for each account, and gives totals for all columns. See page 39 for a sample "Account Budget Analysis." The comparison shows both the amount and percentage differences, enabling you to recognize easily any changes in the budget for each account.

Report 7: Purchase Orders

This report lists the purchase orders entered for the current period, along with appropriate

account, vendor, and amount data. See page 39 for a sample "Purchase Orders" list. You may choose to print only the purchase orders that are outstanding (open), only the purchase orders that have been paid, or all purchase orders for the period. Payments made in a current period against purchase orders will only be subtracted from the REMAINING AMOUNT column and be listed on the report after the PROCESS END-OF-PERIOD option has been run for the period.

Report 8: Vendors

This report provides you with a list of each vendor on file, along with vendor address, number of checks written, and year-to-date payments made. See page 39 for a sample "Vendors" list. Current period payments and checks will not be reflected unless the PROCESS END-OF-PERIOD option has been used to post payments for that period. You can use the vendor addresses from this report when addressing checks written from the "Detail Check Register." If you have Scott, Foresman's *School Mailer* application, you can store vendor addresses on a separate pair of diskettes and use *School Mailer* to print self-adhesive mailing labels for these checks.

The CHECKS WRITTEN and YTD PAYMENTS columns on Report 8 can be used to determine if the vendor should be kept on file or not. If the two columns show a zero for any vendor at the end of the year, and if there are no plans for future purchases from that vendor, the vendor probably should be deleted from the file by using Option 2 on the main menu to replace the existing vendor with a new vendor.

Important: All of these reports are available at any time through the REPORTS menu. However, payments entered during the period are not applied to balances until the PROCESS END-OF-PERIOD option has been run from the main menu. The "Payment List," "Detail Check Register," and "Summary Check Register" must be printed *before* the PROCESS END-OF-PERIOD option is selected because the individual payments are recorded only for the current period. The "Purchase Orders," "Vendors," and "Account Comparison" reports should be run *after* the PROCESS END-OF-PERIOD option is used. The "Account Budget Worksheet" and "Account Budget Analysis" reports can be run at any time. They are especially useful during the annual budgeting process.

10/25/82

*** ACCOUNT BUDGET ANALYSIS ***
 ROCKY BLUFF SCHOOL DISTRICT
 1982-83 PERIOD 3

REC #	ACCOUNT CODE	DESCRIPTION	LAST YEAR ACTUAL	BUDGET	FROM LAST YEAR DIFFERENCE	%	NEXT YEAR BUDGET	FROM BUDGET DIFFERENCE	%
1	825-6073-1941-321	INSTRUCTIONAL MATRLS	1,318,586.00	1,300,000.00	-18,586.00	-1	1,310,000	10,000.00	1
2	825-6073-1941-322	OFFICE FURNITURE	114,750.50	112,500.00	-2,250.50	-2	112,000	-500.00	0
3	825-6073-1941-323	OFFICE SUPPLIES	85,895.78	86,000.00	104.22	0	86,250	250.00	0
4	825-6073-1942-324	MAINTENANCE SUPPLIES	22,476.00	20,000.00	-2,476.00	-11	18,000	-2,000.00	-10
5	825-6073-1943-325	INSTRUCT. SALARIES	1,100,000.00	1,200,000.00	100,000.00	9	1,200,000	0.00	0
6	825-6073-1943-326	ADMIN. SALARIES	410,000.00	420,000.00	10,000.00	2	420,000	0.00	0
7	825-6073-1943-327	CLERICAL SALARIES	230,000.00	240,000.00	10,000.00	4	240,000	0.00	0
8	825-6073-1944-328	ATHLETICS	214,897.23	215,750.00	852.77	0	216,000	250.00	0
9	825-6073-1945-329	FOOD SERVICES	419,385.50	419,000.00	-385.50	0	418,500	-500.00	0
TOTALS			3,915,991.01	4,013,250.00	97,258.99	2	4,020,750	7,500.00	0

Report 6

10/25/82

*** PURCHASE ORDERS ***
 ROCKY BLUFF SCHOOL DISTRICT
 1982-83 PERIOD 3

PO #	ACCOUNT CODE	ACCT REC#	DESCRIPTION	VENDOR	ORDER AMOUNT	REMAINING AMOUNT	PAYED OVER ORDER AMT	FINAL PAY
51	825-6073-1941-321	1	INSTRUCTIONAL MATRLS	MONTGOMERY & MOUNTER	300.85	150.00		
52	825-6073-1941-322	2	OFFICE FURNITURE	JH SCHOOL FURNISHING	854.31	504.31		
55	825-6073-1944-328	8	ATHLETICS	SPORTS UNLIMITED	1,475.00	975.00		
56	825-6073-1941-321	1	INSTRUCTIONAL MATRLS	WORLD OF ART	620.75	620.75		
					3,250.91	2,250.06	0.00	0

Report 7

10/25/82

*** VENDORS ***
 ROCKY BLUFF SCHOOL DISTRICT
 1982-83 PERIOD 3

VENDOR CHECKS RECORD# WRITTEN	YTD PAYMENTS	NAME	ADDRESS	CITY	STATE	ZIP CODE
1 2	285.00	COSTELLO MUSIC CO	22 S MICHIGAN AVE	CHICAGO	IL	60601
2 2	405.00	JH SCHOOL FURNISHING	1301 N FRANKLIN	CHICAGO	IL	60612
3 1	150.85	MONTGOMERY & MOUNTER	227 E 5TH AVE	NEW YORK	NY	10021
4 2	950.00	COOPER AUDIOVISUAL	86 STARGATE DR	BURBANK	CA	90061
5 1	500.00	SPORTS UNLIMITED	12 S WABASH	CHICAGO	IL	60611
6 0	0.00	WORLD OF ART	1215 NORTHWEST HWY	MT PROSPECT	IL	60032
7 2	325.89	OFFICES, ETCETERA	1800 LIBERTY RD	ELK GROVE VILLAGE	IL	60007

10 CHECKS WRITTEN FOR A TOTAL OF \$2,616.74

Report 8

General Operating Procedures

Preliminary Checks

If the system is not already turned on, and especially if any components have recently been disconnected, you should first:

1. Check that all units are properly connected.

Important: If the adapter board on the flat cable of either disk drive has been connected upside down to the disk controller or the other drive's adapter board plug (see Part 1, page 8), *your diskettes will be completely erased as soon as you turn on power and insert them.* Therefore, before inserting a diskette, switch on the whole system and look at both disk drive lights. If the cables are properly connected, they should *not* glow. If the light on either drive comes on and remains shining, that drive's adapter board is plugged in upside down. Switch off all units, unplug that cable, and reconnect it the other way.

Do not insert diskettes until you have again turned on the system and made certain that the lights are not glowing.

2. In switching on the system, remember to turn on the disk controller and disk drives before the console.

3. To avoid the risk of stalling the program when you select a report, make certain that the RS-232 interface is on, with the painted red dot completely uncovered by the switch. Also doublecheck that the printer interface cable is firmly plugged into both the printer's interface connector and the port on the back of the RS-232 interface *next to* that unit's power cord.

4. Check also that the printer's LINE/LCL switch is set to LINE.

Inserting Module and Diskettes

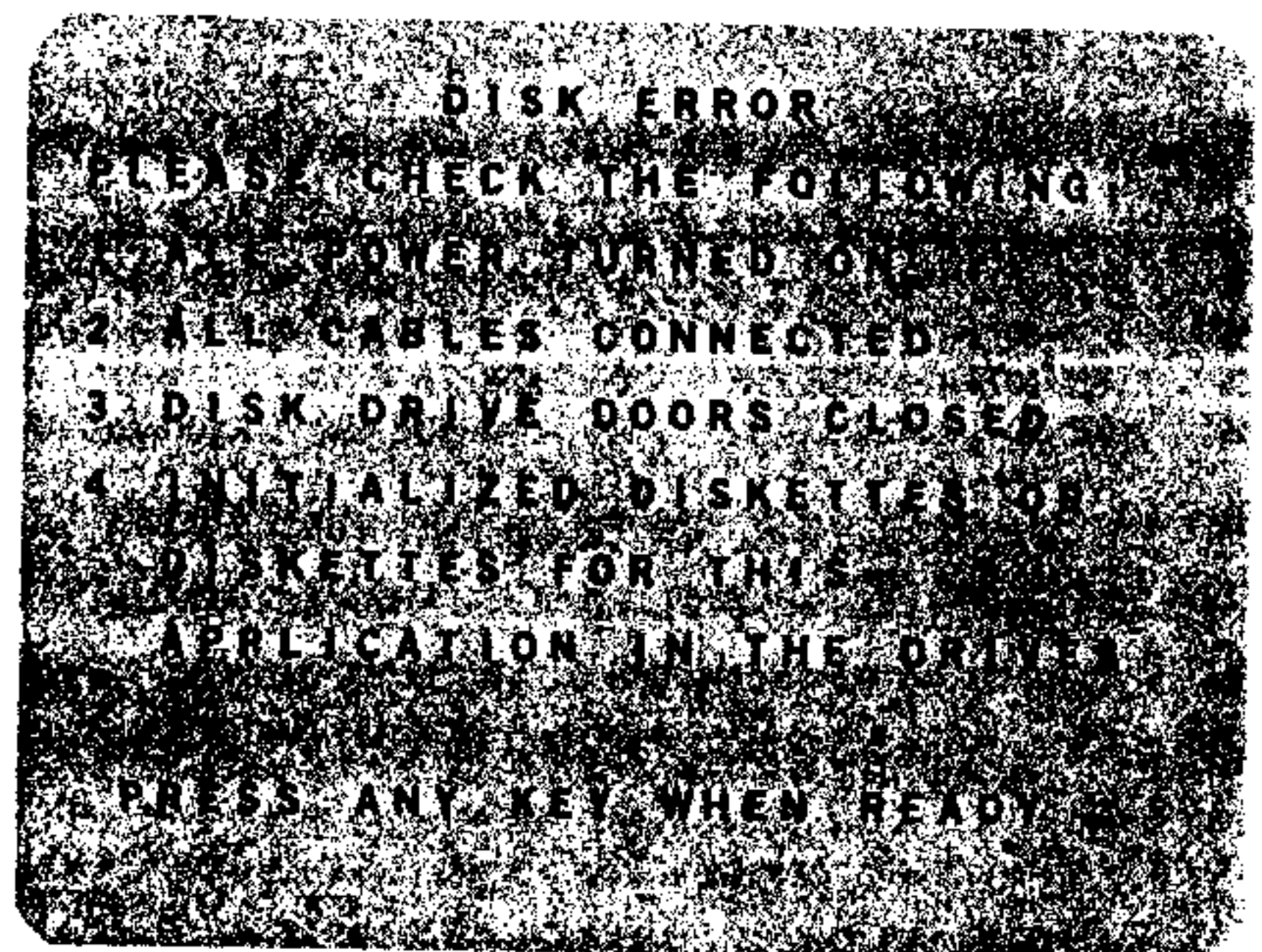
Now you are ready to insert the command module all the way into the console port, and to place an *initialized* diskette or diskettes for this application into the appropriate disk drive or drives. If this is a two-diskette application, make sure that the diskette marked for DRIVE 1 goes into that drive, and the diskette for DRIVE 2 goes into the other drive.

(Occasionally, inserting a module may produce an abnormal, garbled monitor display. If this occurs, simply switch the console off, then on again. This will reset it.)

If you do not yet have initialized diskettes for this application and do not know how to initialize a diskette, see pages 18–19 in Part 1. As soon as the diskettes are initialized, label each one, identifying clearly what information will be

recorded on it and the number of the drive to which it is assigned. If you are using diskettes that already hold data for this application, check the labels to be sure that you have the right diskettes, and that you are putting each one in its proper disk drive.

The monitor is now displaying the Texas Instruments preliminary title screen with the message: **READY—PRESS ANY KEY TO BEGIN.** Do so to make the preliminary program selection menu appear, and press the number displayed beside the title of this application. The computer will first display the *School Management Applications* title screen, followed by the title screen for the application. Next, the screen will briefly flash from blue to green and back to blue, and you will see the message: **DISK CHECK.** The disk drive lights should go on alternately as each diskette is tested, and if all is in order, you will next see the first input display. However, if the disk check had uncovered any problems, you would see this display:



If you need guidance in performing these checks, consult "Disk System Checks" and "Testing Diskettes" in Part 1. If you had inserted the wrong diskettes, or put the diskettes in the wrong drives, you would instead get this message: **WRONG DISKETTE IN DRIVE 1 or DRIVE 2.**

Special Function Keys

To help you in recognizing the special keys, you should place on the keyboard the black overlay that came in the carton with your TI 99/4 computer.

In *School Management Applications*, information is typed into blank *data fields* that appear as white blocks on the display. You can move the cursor *within* a given field one space to the left using the

← arrow key, or one space to the right using the → arrow key (see the keyboard overlay). Also *within* a data field, you can use the ERASE function key to erase that field only. Similarly, the key labeled DEL on the overlay can be used to delete one character, while the key labeled INS can be used to insert one or more characters, starting from the point where you position the cursor before activating the INS function.

The QUIT function can return you to the preliminary Texas Instruments screen, but it should not be used freely as recommended in Texas Instruments manuals.

Important: This function should never be used with a *School Management Application*, especially not when a disk drive light is shining (see the caution in "Special Function Keys," page 14). Although Texas Instruments advises the use of QUIT to terminate programs, with the *School Management* modules this command may sometimes halt a program abruptly without proper closing of diskette files. As a result, some or even all of the data on a diskette could be erased, and the diskette might have to be initialized again and completely re-created. The effect would be analogous to the dropping of a file drawer, with folders scattered all over the office floor.

Instead of QUIT, the E key should *always* be used to terminate an application, as explained in "Changing Modules" below.

Signal Tones

If you hear a single high-pitched tone about a second long as you press ENTER, it means you have tried to enter invalid data. For instance, you may have typed a letter in a field reserved strictly for numbers; or you may have input a number larger than the application is programmed to accept in a certain field. You will also hear this warning tone if you neglect to enter any data in a field where some entry is required for the application to work.

When you have already reached the last position in a data field, and type yet another character before pressing ENTER, you will hear a shorter, much lower tone. This signals that you have just overwritten and therefore changed the last character in that data field. If you intended to alter that character, there is no error.

Entering Data

It is essential to observe the maximum length of each field; otherwise you may type characters that will not be stored by the computer. To help you remember these length limits, the maximum

number of characters a field can accept is given in boldface following the first reference to each field. If a certain field can accept only letters or only numbers, this is also specified.

If this is your first experience using this module, you should practice entering data as you read the instructions. You should also make some deliberate errors to accustom yourself to the signal tones and the use of the editing keys. Remember that you cannot hurt either the machines or your module by pressing the "wrong" keys.

Correcting Input Errors

When the cursor reaches ANY CHANGES? at the bottom right of any display, you should proofread your data carefully. If there are errors, type Y or YES and press ENTER. The cursor will return to the start of the display. *You need not retype every field.* If an entire field is correct, press ENTER to confirm it to the computer; the cursor will move to the next field. When it reaches a field with an error, use the ← and → arrow keys identified on the keyboard overlay to move the cursor to the error. Then you can either retype the rest of the field from that point or simply use the appropriate editing keys to change it. If you prefer, you can use the ERASE function key to erase the entire field, then type in the new data. Once an error is corrected, you need not continue typing to the end of the field; simply press ENTER, and the computer will register the revised data.

When the data on the screen are correct, type N or NO following ANY CHANGES?, and then press ENTER. The displayed data will then be recorded on diskette and the next display in the application will appear.

Changing Modules

When finished working with this application, you should use the following procedure to end the program and, if necessary, to start another one:

1. Return to the application's main menu and enter E to end the program (see page 46).
2. Back up new data, if changes have been made, and remove and file your diskettes as suggested on the application's final display.
3. Press any key to bring back the preliminary Texas Instruments display.
4. Remove the command module.
5. If you wish to use another application, insert that module and the appropriate diskette or diskettes and continue work.

Beginning a Work Session

After the disk check has been completed satisfactorily, you will see a display for entering the school district name, run date, and fiscal accounting year. If this is a first run (that is, the pair of diskettes in the drives has not previously been used), all data fields will be blank and the cursor will be flashing at the left end of the field below DISTRICT NAME.

Important: In this manual, when a data field on a screen is surrounded by a black rule, as shown below, you cannot pass through that field without entering at least one character.

```
DISTRICT NAME
ROCKY BLUFF SCHOOL DISTRICT

RUN DATE 10/01/82

ACCOUNTING YEAR 82-83

ANY CHANGES? 
```

Entering the District Name

The field beneath DISTRICT NAME must be filled in first (maximum 28 spaces; any letters or numbers). Type your district's name, proofread it, and press ENTER. If you discover a typing error before entering the name, use the editing keys to correct it, as explained in "Correcting Input Errors," page 41. If the error is noticed later, it can be corrected after all data are entered. The district name will appear on all *Accounting Assistant* reports exactly as entered here.

Entering the Date

Once the name is entered, the cursor will move to the month field, which is the first of three date fields (2 spaces each; numbers only) that make up the RUN DATE. Enter the date in three steps as month/day/year, pressing ENTER after typing each part. Dates with only one digit, such as 1/4/82, may be typed either as:

01 (ENTER)/

04 (ENTER)/

82 (ENTER)

or as:

1 (ENTER)/

4 (ENTER)/

82 (ENTER)

Each time you press the ENTER key, the cursor moves to the next section of the date. To hear the invalid entry tone, try pressing this key when the cursor is in a blank date field; *the application will not accept a blank date*. The date of each work session is stored and printed at the head of all reports until the date of the next work session is entered.

Entering the Year

After the date is entered, the cursor will move to the first of the two ACCOUNTING YEAR fields (2 spaces each; numbers only). Type the first two-digit year number in the first field, then press ENTER to move the cursor to the second year field. For example, you might enter the accounting year 82(ENTER)-83(ENTER).

Editing or Updating This Display If you have just entered the district name, run date, and accounting year for the first time on these diskettes, the query ANY CHANGES? will appear at the bottom right of the screen, with the cursor flashing in a field of three spaces. However, if the diskettes had been used previously, the district name, previous date, and accounting year would be stored on the diskettes. In this case, these data would appear on the display immediately, along with the ANY CHANGES? query.

In either situation you should proofread the screen. If name, date, or accounting year needs to be updated, type Y or YES in response to ANY CHANGES? and press ENTER. The cursor will then move to the left end of the name field. Any changes to the name can be made using the editing keys, as already explained. When the name is correct press ENTER to move the cursor to the first date field, and then enter the month/day/year of the current run date, as described above. When finished with the date, press ENTER to move the cursor to the accounting year, and make any necessary changes.

When the name, date, and accounting year are correct, type N or NO in response to ANY CHANGES? and press ENTER. The computer will then bring up either one of two displays, depending on whether the diskettes being used already have accounts on them or not. If accounts have been stored previously, you will next see the main menu, headed ACCOUNTING ASSISTANT (page 46). If not, you will first have to enter the information described in the following section.

Building the Initial Data Base

Setting Up Accounts

If you are using new diskettes, you must first set up your district's chart of accounts. You *must* enter at least one account to proceed with the program. To enable you to do this when there are no previous accounts on the diskettes being used, the following display, headed ACCOUNTS and filled in with sample data, appears immediately after the district name, date, and accounting year are accepted.

```

      ACCOUNTS
RECORD # 1
ACCOUNT CODE
825-6073-1941-321
DESCRIPTION
INSTRUCTIONAL MATRLS
LAST YEAR ACTUAL 1318586.00
THIS YEAR BUDGET 1300000.00
NEXT YEAR BUDGET 1310000
      ANY CHANGES? 

```

The RECORD # field will be filled in automatically with a 1 (because this is the first account to be set up), and the cursor will be flashing in that field. When you press ENTER, the cursor will then move to the ACCOUNT CODE field. Here are the data specifications for each field:

ACCOUNT CODE: 25 spaces; any letters or numbers.

DESCRIPTION: 20 spaces; any letters or numbers.

LAST YEAR ACTUAL: 10 spaces; numbers and decimal point only, up to 9999999.99.

THIS YEAR BUDGET: 10 spaces; numbers and decimal point only, up to 9999999.99.

NEXT YEAR BUDGET: 7 spaces; numbers only, no decimal point, up to 9999999.

Type the account code into the ACCOUNT CODE field. The code can be any combination of letters, numbers, hyphens, periods, and so on, that your district uses. After typing the code, press ENTER to store that code and move the cursor to the beginning of the DESCRIPTION field. The description should be a word or words clearly identifying the account, such as ATHLETIC EQUIPMENT. Once the description is typed—and

edited, if necessary—you should press ENTER to store it, as usual.

The LAST YEAR ACTUAL amount for the account is entered next. Use a decimal point only if you wish to include cents. *Do not use a comma or dollar sign.* For example, \$25,236.50 should be entered as 25236.50. It is not necessary to space numbers so that they end at the right side of the data field. The application will move the number toward the right side of the field automatically when this account is later called up by its record number. A decimal will also be placed automatically in the third position from the right if none was used in entering a whole-dollar amount.

The field labeled THIS YEAR BUDGET is filled out like the LAST YEAR ACTUAL field. Type a number up to 9999999.99 and press ENTER.

The NEXT YEAR BUDGET field has space for only 7 digits; the computer will not allow you to enter a decimal point or cents in this field. After you type the number for this field and press ENTER, the ANY CHANGES? query will appear at the bottom right of the screen. You should proofread the displayed data carefully. If there are any mistakes, type Y or YES and press ENTER. The cursor will return to the ACCOUNT CODE field and you can then edit the code and/or the other data you entered.

Once this information is correct, a response of N or NO to ANY CHANGES? will save the information on the diskettes. The computer will then bring up the same display again, but with the next consecutive record number and blank data fields, so that you can enter information for the next account.

When you have entered all of the necessary account information for this initial work session, type E or END in response to ANY CHANGES?, instead of the usual N or NO. This instructs the computer to end the current activity or option of the application and take you to the next decision point of the program. In this case, that point is the VENDORS data entry screen.

If you forget to end the ACCOUNTS option when you input the information for the last account you want to enter, you can also end the option by typing E or END in the RECORD # field, or in the ACCOUNT CODE field if a code has not been entered previously for that record number.

Important: E does not work in these fields on initial entry, but will work once the diskettes contain data.

You do not have to enter all accounts at this first work session. You will be able to add, delete, or correct accounts later by using Option 1 from the main menu, explained on page 46.

Collecting Accounts Data The following is a suggested step-by-step procedure for collecting accounts data:

1. Using Option 1 (see main menu, page 46), enter all your accounts in alphabetical order (or by categories, if preferable). Do not enter amounts yet.
2. Select Option 5, PRINT REPORTS.
3. Print Report 5, the "Account Budget Worksheet."
4. After the computer has printed your chart of accounts, route it to the appropriate administrator(s), who will fill in the correct budget amounts.
5. These budget sheets should then be verified by the appropriate persons.
6. The approved budget sheets then are returned to you and the budget amounts are entered on the computer.

Coordinating the Accounting Applications

The following section is only for those school districts using Scott, Foresman's *Activity Accountant* and/or *Payroll Assistant* in addition to *Accounting Assistant*.

Users who wish to combine any two or all three of these applications can gain additional benefits in reporting and budget control by using the same account code numbers for related accounts. For instance, in using *Payroll Assistant*, you can charge each employee's salary for a pay period to as many as four different object accounts, each referenced by a 3-digit account code. The payroll application then adds up all the charges for each payroll account. After a payroll is processed, the total charged to each account can be taken from *Payroll Assistant's* "Wage Distribution" report and entered on your *Accounting Assistant* diskettes as one "payment" charged to that account. By this means the year-to-date expenditure for each type of payroll account—instructional, administrative, and so on—would easily be updated after every payroll run.

The key to coordinating accounts for all three applications is to set up your *Accounting Assistant* diskettes first in order to get the computer-assigned account record numbers for the accounts to be coordinated. For example, suppose that you want to post expenditures for the following accounts to the *Accounting Assistant* diskettes:

From *Activity Accountant*:
Instructional materials
Extracurricular activities
Athletics
Office materials and supplies

From *Payroll Assistant*:
Instructional salaries
Administrative salaries
Clerical salaries
Regular maintenance salaries
Special maintenance labor charges
Tax payments
Employee deductions

These and other related accounts should first be set up in sequence using *Accounting Assistant*, so that the account record numbers come out in groups like the following:

From *Activity Accountant*:
001 Instructional materials
002 Extracurricular activities
003 Athletics
004 Office materials and supplies

From *Payroll Assistant*:
010 Instructional salaries
011 Administrative salaries
012 Clerical salaries, etc.

Once this structure is determined, activity accounts and payroll payments can be handled respectively as follows:

Activity Accountant In setting up this application, there are two sets of 3-digit codes: school codes and account codes (see the *Activity Accountant Reference Manual*). You can use any codes desired to identify each school, but the account codes should correspond to those defined for related accounts in *Accounting Assistant*. For instance:

100 Pineview High School
001 Instructional materials
002 Extracurricular activities
003 Athletics
004 Office materials and supplies

In creating these accounts, the beginning balance for each one would be the share allocated to that school out of the overall district budget for that object for the current year, as previously entered in *Accounting Assistant*. If the district instructional materials budget were \$200,000 and each school were allowed \$20,000, then Pineview's

instructional materials account 100-001 would be started with \$20,000.

Any funds subsequently granted or allocated could be entered by each school, using *Activity Accountant*, as RECEIPTS for those accounts. At the end of each reporting period, each school would send to district offices its "Activity Fund Account Balances" report. New receipts would be added to the THIS YEAR BUDGET field for the appropriate account using *Accounting Assistant*. The disbursements for the past period for each account would be entered each as a single direct payment, using VENDOR # 000, so that no check number would be generated. The *Accounting Assistant* application would then credit and/or debit the correct accounts, as referenced by their account record numbers. After using the PROCESS END-OF-PERIOD option (Option 6), you would get updated figures for the current budget and year-to-date expenditures for each account.

In short, *Activity Accountant* would enable each school in a district to keep the detailed transaction records for these related accounts, while *Accounting Assistant* would enable district administrators to keep track of the overall budget and expenditures.

Payroll Assistant It is important to remember that basic payroll data, including the payroll accounts to be charged, are entered using the *Personnel Data Recorder* module (see the joint *Reference Manual* for those applications). When entering each employee's basic payroll data at the beginning of a fiscal year, you should take the account numbers that are entered on the PAY CONTROLS displays in *Personnel Data Recorder* from the corresponding payroll account record numbers in *Accounting Assistant*.

For example, if there is a teacher named Margaret Parks, her salary should be charged to the instructional salaries budget originally set up in *Accounting Assistant*. In the previous examples, the instructional payroll budget was set up in *Accounting Assistant* with account record number 010. Therefore, when the PAY CONTROLS displays are filled out for Ms. Parks, on the screen for PAY CONTROL 1, account number 010 should be entered as the first record number, with a rate of 100 percent. This percentage would be applied to distributing her regular salary and could be edited at any time.

If she receives additional salary for other services, such as coaching or a special payment for conducting an in-service, this information and the appropriate accounts and percentages can be

entered in the other account fields on this display and on the PAY CONTROL 2 display.

Each time that payroll is processed using the *Payroll Assistant* module, that application will automatically distribute Ms. Parks's salary accordingly. After processing the payroll, you can then print an updated "Wage Distribution" report that gives subtotals for the amount chargeable to each payroll account for the past pay period. These subtotals can then be entered using the *Accounting Assistant* module as separate "payments" charged to the same account record numbers. Again, use VENDOR # 000 so that no check will be generated. When Option 6 in *Accounting Assistant* (PROCESS END-OF-PERIOD) is selected, those "payments" will be deducted from the appropriate accounts and you will receive updated year-to-date expenditure and remaining balance figures for each payroll budget.

As with *Activity Accountant*, detailed processing is handled through the *Personnel Data Recorder* and *Payroll Assistant* modules, while *Accounting Assistant* enables district administrators to maintain overall control of various payroll object accounts.

Entering Vendor List

After you enter the account information, you must enter information for at least one vendor. The following display, shown here with sample data, appears immediately after you end the ACCOUNTS display.

```
VENDORS
VENDOR # 1
NAME COSTELLO MUSIC CO
ADDRESS 22 S MICHIGAN AVE
CITY CHICAGO
STATE IL ZIP 60601
ANY CHANGES? 
```

The VENDOR # field will be filled in automatically with a 1 (because this is the first vendor to be recorded) and the cursor will be flashing in that field. Here are the data specifications for each field:

NAME: 20 spaces; any letters or numbers.
ADDRESS: 20 spaces; any letters or numbers.
CITY: 18 spaces; any letters or numbers.
STATE: 2 spaces; letters only (use standard state abbreviations).
ZIP: 2 fields, 5 spaces and 4 spaces (optional for nine-digit codes); any characters.

Press ENTER and the cursor will move from the VENDOR # field to the beginning of the NAME field. With your list of vendor names and addresses beside the keyboard, type the name of the first vendor in the NAME field. Press ENTER to move to the next field. After you finish the ZIP fields (the last four digits can be left blank—just press ENTER to move through this part of the ZIP field) the cursor will move to the ANY CHANGES? field. As with the ACCOUNTS screen, you may make changes by typing Y or YES, move to the next VENDOR # by typing N or NO, or end the VENDORS option by typing E or END. You may also end by typing E or END in the VENDOR # field, or in the NAME field if it has not had a name entered for the displayed vendor number. Once you end the VENDORS option, the computer will display the main menu. Option 2 from the main menu can be used to add, delete, or change vendor information.

Using the Main Menu

When accounts and vendors have already been stored on a pair of diskettes, the first display after the name, date, and year screen is the main menu, headed ACCOUNTING ASSISTANT, shown below:

```
ACCOUNTING ASSISTANT
1 ENTER/EDIT ACCOUNTS
2 ENTER/EDIT VENDORS
3 ENTER/EDIT PURCHASE ORDERS
4 ENTER/EDIT PAYMENTS
5 PRINT REPORTS
6 PROCESS END OF PERIOD
7 PROCESS END OF YEAR
E END THIS PROGRAM

YOUR CHOICE? 
```

A *menu* allows you to select from the various *options* or *branches* in a program simply by typing the number or letter of the desired option in response to YOUR CHOICE? and then pressing the ENTER key. As well as the seven options in the application, this menu includes the choice of ending the program by entering E in the YOUR CHOICE? field.

Important: At the end of every work session you should return to this menu and enter E to halt the application. This is the only safe way to terminate *Accounting Assistant* without risk of losing data. Remember that the *QUIT* function may erase data or even damage a diskette.

Option 1: Enter/Edit Accounts

When you select this option, the ACCOUNTS entry screen you used earlier will be displayed. The computer will display the next available record number in the RECORD # field, with the cursor flashing over it.

Entering New Accounts If you want to enter a new account, simply press ENTER while the cursor is in the RECORD # field. All of the fields will be empty, so you can enter new data. Follow the same procedure for entering account information into the data fields that is explained in "Setting Up Accounts." When you are finished entering account information, enter E or END in response to ANY CHANGES?, or in the

RECORD # field or blank ACCOUNT CODE field.

Editing Accounts You can also use this option to display and edit the information for an existing account. When the cursor is flashing in the RECORD # field, type the record number of an account that already has been entered. The number you type will replace the number that is already in the field. When you press ENTER the computer will search the diskettes for the record number. If you enter a larger number for which there is no account set up, an error tone sounds and the next available number appears. If there is already an account with the record number you enter, the ACCOUNTS screen will be filled in with the data for the account, including the YTD EXPENDED (year-to-date) amount. A sample screen is shown below:

```

                ACCOUNTS
RECORD # 3
ACCOUNT CODE
825-6073-1941-323
DESCRIPTION
OFFICE SUPPLIES
LAST YEAR ACTUAL      85895.78
THIS YEAR BUDGET      86000.00
NEXT YEAR BUDGET      86250
YTD EXPENDED          325.89
                ANY CHANGES? 

```

The cursor will be flashing in the ANY CHANGES? field. To make changes answer Y or YES and the cursor will move to the ACCOUNT CODE field. If you want to change the code use the editing keys to make the change, then press ENTER. If no change is needed, just press ENTER. You can continue moving the cursor down the screen in this manner. The cursor will move to each field in succession, except that it will skip the YTD EXPENDED field. You cannot change this amount using this screen because it reflects actual payments that have been entered up to the end of the last period.

When you are through making changes, enter N or NO to move the cursor back to the RECORD # field where you can choose to enter data for the next account number displayed, display and edit another existing account, or end the option with E or END. You can also end the option with E or

END in the ANY CHANGES? field, or in a blank ACCOUNT CODE field.

Deleting Accounts No account can be deleted from the diskettes unless the YTD EXPENDED amount is zero.

Option 2: Enter/Edit Vendors

When you select this option, the VENDORS screen used earlier will be displayed. The computer will display the next available vendor number with the cursor flashing in that field.

Entering New Vendors If you want to enter a new vendor, simply press ENTER while the cursor is in the VENDOR # field. All of the fields will be empty and you can enter new data. Follow the procedure for entering vendor information that is explained in "Entering Vendor List." When you are finished entering vendor information, enter E or END in response to ANY CHANGES?, in the VENDOR # field, or in the NAME field if it has not previously had data entered for that vendor number.

Editing Vendors You can also use this option to display and edit the information for an existing account. When the cursor is flashing in the VENDOR # field, type the vendor number for a vendor that has already been entered. The number you type will replace the number that is already in the field. When you press ENTER the computer will search the diskettes for the vendor number. If there is already vendor information stored for that vendor number, the VENDORS screen will be filled in with the data for the vendor, including the # OF CHECKS WRITTEN and YEAR-TO-DATE PAYMENTS amount. A sample screen is shown below:

```

                VENDORS
VENDOR # 6
NAME WORLD OF ART
ADDRESS 1215 NORTHWEST HWY
CITY MT PROSPECT
STATE IL ZIP 60032
# OF CHECKS WRITTEN 0
YEAR-TO-DATE PAYMENTS
0.00
                ANY CHANGES? 

```

The cursor will be flashing in the ANY CHANGES? field. To make changes answer Y or YES. The cursor will then move to the NAME field. If you want to change the name or address, use the editing keys to make the changes, then press ENTER. If no change is needed, just press ENTER. Continue moving the cursor to the remaining fields until it reaches the ANY CHANGES? query. The cursor will not stop at the # OF CHECKS WRITTEN field or the YEAR-TO-DATE PAYMENTS field because you cannot change these figures using this screen.

When you are through making changes, enter N or NO to move the cursor back to the VENDOR # field, where you can choose to enter a new vendor or edit an existing vendor. You can end this option with E or END in the ANY CHANGES?, VENDOR #, or vendor NAME field (if it is blank).

Deleting Vendors If any checks were written during the year or payments made for a particular vendor, you should not delete the vendor from the diskettes.

Option 3: Enter/Edit Purchase Orders

When you select Option 3 the following screen, shown here with sample data, will be displayed to enable you to enter or edit purchase order data:

```

PURCHASE ORDERS
PO # 55 ACCT REC# 8
825-6073-1944-328
ATHLETICS
VENDOR # 5
SPORTS UNLIMITED
PURCHASE ORDER DATE 09/01/82
REQUISITION # A295
AMOUNT OF ORDER 1475.00
AMOUNT PAID 500.00
FINAL PAY N
ANY CHANGES? 

```

Each PURCHASE ORDERS screen represents only *one* item on a purchase order. If you are entering a purchase order including several items, you must enter each item separately under the same purchase order number. You must enter the purchase order number and the account record number because the computer does not display them automatically.

Entering Purchase Orders Because the purchase order number that you enter will probably be taken from prenumbered forms that do not necessarily start with number 1, the computer will not display the next available purchase order number in the PO # field. You must enter the purchase order number before you can enter any other information.

Here are the data specifications for each field you can complete:

PO #: 6 spaces; numbers only.

ACCT REC#: 3 spaces; numbers only.

VENDOR #: 3 spaces; numbers only.

PURCHASE ORDER DATE: 3 fields, 2 spaces each; numbers only.

REQUISITION #: 6 spaces; any characters.

AMOUNT OF ORDER: 9 spaces; numbers and decimal point only, up to 999999.99.

After you enter the purchase order number, you must enter the account number to which the purchase order applies. One purchase order may include items chargeable to more than one account. The computer will then search the diskettes for that account, and display the account code and description if the account exists. You must enter an account number for which account information previously has been entered.

After the account information is displayed, you must enter the appropriate vendor number for the purchase order. The computer will search for the vendor number on the diskette and then display the vendor name. Next enter the date of the purchase order, and the requisition number if there was a requisition. (You may skip the REQUISITION field by pressing the ENTER key.) Finally, enter the amount of the payment.

Important: The computer does not check to see if the order amount is larger than the account balance. Therefore, keep your own control totals on hand from Report 4 ("Account Comparison") to make sure you have not exceeded the account's budget.

Once you have entered the above data, you can make changes to the VENDOR #, DATE, REQUISITION, and AMOUNT fields by answering Y or YES to the ANY CHANGES? query. A response of N or NO will allow you to enter another purchase order number. The previous purchase order number will remain in that field until a new one is entered. Thus, several items on the same purchase order can be entered in succession. You may end this option and return to the main menu by entering E or END in the ANY CHANGES? or PO # field.

Editing Purchase Orders If the purchase order number and associated account number you enter have already had data entered for them, the computer will fill in all the fields on the screen with the stored information. In addition, the computer will add two other fields to the screen: the AMOUNT PAID and FINAL PAY fields. The amount that has been paid for that purchase order will be shown (*after end-of-period processing*), along with an indication of whether the final payment has been made (Y or N). The cursor will move to the ANY CHANGES? field immediately. You may answer Y or YES to edit. Enter N or NO in response to ANY CHANGES? to allow entry of another purchase order number. Type E or END in the ANY CHANGES? or PO # field to end the option and return to the main menu.

Deleting Purchase Orders Purchase orders that have been established cannot be deleted for the current year. When the PROCESS END-OF-YEAR option is selected from the main menu, *all purchase order information for the year will be deleted.*

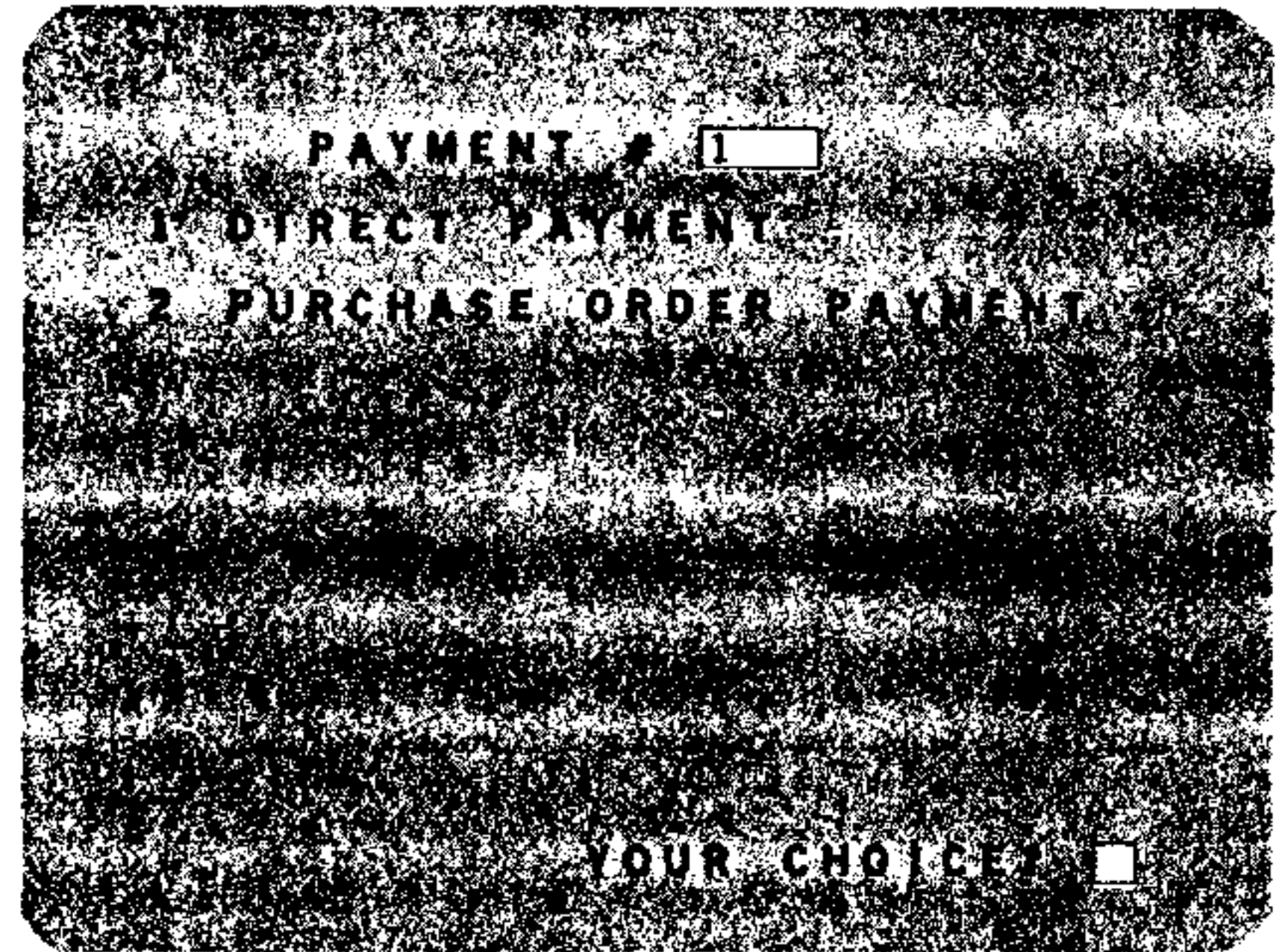
Important: Purchase orders should never be deleted. If one must be voided, it should be done so that a record of that appears on reports. This can be done by typing VOID into the COMMENT field on the PURCHASE ORDER PAYMENT screen (see page 51) for *all* payments applicable to the voided purchase order. The word VOID would then appear on the "Payment List" and "Detail Check Register."

Option 4: Enter/Edit Payments

Two types of payments can be made using *Accounting Assistant*: direct payments and purchase order payments. Direct payments do not have a purchase order associated with them; purchase order payments do. One payment screen can cover only one payment item without any sub-itemization, so if you have an invoice with several items, you should enter them as a series of separate payments.

When you select Option 4 you must specify which of the two types of payments you will make. A screen will be displayed that allows you to select the payment number first and then the type of payment. The payment number is simply a sequential count of the number of payments entered during the current period, whether by direct payment or purchase order payment. The computer will display the next available payment number, which you will use to enter a new payment, as explained in the following sections. If

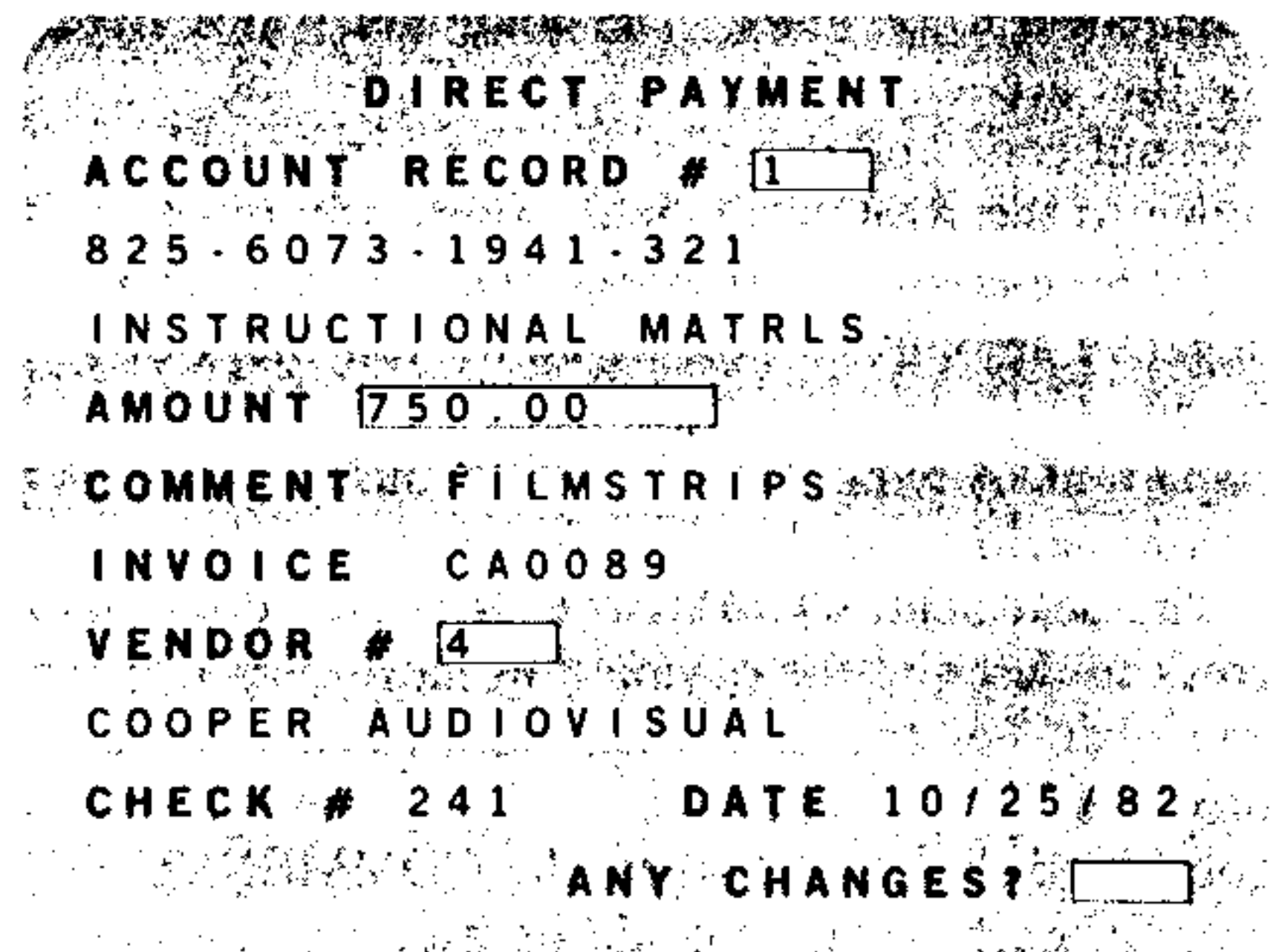
you wish to edit a previous payment, enter the payment number of that payment, which you can find on the "Payment List" for the current period. Once the payment number is entered, the following menu screen will appear:



Select 1 for a direct payment or 2 for a purchase order payment, and the program will display either the DIRECT PAYMENT screen or the PURCHASE ORDER PAYMENT screen, as appropriate.

When typing in information for both direct and purchase order payments, you should have beside the keyboard a verified "Payments" form, filled out for every vendor to be included on the diskettes. Examples of the form completed for direct payments and purchase order payments are shown in the following sections. A blank form, which you may reproduce, is shown at the back of this manual.

Enter/Edit Direct Payments When this option is selected, the following screen, shown here with sample data, will be displayed:



Here are the data specifications for each field:
ACCOUNT RECORD #: 3 spaces; numbers only.
AMOUNT: 9 spaces; numbers and decimal point only, up to 999999.99; can be negative.
COMMENT: 10 spaces; any letters or numbers.
INVOICE: 10 spaces; any letters or numbers.

VENDOR #: 3 spaces; numbers only.
CHECK #: 6 spaces; numbers only.
DATE: 3 fields, 2 spaces each; numbers only.

Following is a sample "Payments" form filled out with the appropriate information for direct payments:

Accounting Assistant Payments Form

School District or School: Rocky Bluff School District Year or Term: 1982-83 Page: 002

Please Print

Account Rec. #	PO# (for purchase orders only)	Amount of Payment	Comment	Invoice	Vendor#	Check#	Date	Final Pay
1		7,500.00	FILMSTRIPS	243089	4	24	10/25/82	
5		1,000.00	ADJUSTMENT					
6		35,000.00	ADJUSTMENT					
7		20,000.00	ADJUSTMENT					

Prepared by: [Signature] Date: 10/27/82 Approved by: [Signature] Date: 10/27/82 Date Entered: 10/29
 (Signature) Business Manager

Request for Adjustment (Continue on back if necessary)

Invoice#	Vendor Name	Explanation	Approved	Date Done
	KOP	payroll check: admin	<u>[Signature]</u> Business Manager	10/29

Scott, Foresman and Company
 School Management Applications

This page may be reproduced

To enter a new direct payment, enter the payment type and the DIRECT PAYMENT display will appear with all fields blank. You must enter the record number of the account out of which the payment is to be made. The computer will search for that account on the disk and display the account code and description. The cursor will move to the AMOUNT field, where you must enter an amount up to 999999.99. You may enter a negative amount to indicate an overpayment or credit.

Important: Any negative amounts must be cleared before performing the end-of-period processing.

The next field, COMMENT, is provided so that you can describe the payment in more detail, if you wish. For example, when an invoice is to be processed as two or more separate payments for goods and shipping charges, the COMMENTS field for each payment could be used to indicate

what item the payment is for, or if it is for shipping.

An invoice number is not a requirement in making a payment, and this field could be used for an additional comment, if desired.

The vendor number *must* be entered so that payments will be assigned to the proper vendor. The vendor numbers can be found on the "Vendors" list for the current period. Once the vendor number is entered, the computer will display the name of the vendor.

If you enter a valid vendor number, the cursor will move to the CHECK # field. The check number you enter should correspond to the number on the check, if one is to be written for immediate payment. You may start with any number, using the first available check in the checkbook for the appropriate account. The

To enter a new payment, type in a valid purchase order number and an associated account record number. These numbers can be found on the "Purchase Orders" list (Report 7) for the current period. If the payment number entered is for a new payment, the computer will fill in the account code, account description, vendor number, vendor name, purchase order date, requisition number, amount of order, and last period balance. The cursor will be flashing in the VENDOR # field. If a nonexistent purchase order number is entered, an error message flashes in the account description field: PURCHASE ORDER NOT FOUND.

The computer assumes that the payment is to be made to the vendor designated when the purchase order was opened; however, you *can* change the vendor number at this time to make the payment to a different vendor.

Important: You cannot use this field to edit or correct an existing vendor's record, or to enter a vendor not already on record. Those changes must be made through the ENTER/EDIT VENDORS option.

Whether you enter 000 in the VENDOR # field (to make a correction to a previous period payment, as described in "Adjustment Procedures") or simply press ENTER to accept the vendor number that is displayed, the cursor will next move to the AMOUNT OF PAYMENT field. The AMOUNT OF PAYMENT, COMMENT, INVOICE, CHECK #, and DATE are entered in the same way as for direct payments (see pages 49-51). When these fields are completed, you must indicate whether the payment being made is the final payment for this purchase order. If it is the final payment, enter Y or YES in the FINAL PAYMENT field. If it is not the final payment, enter N or NO.

Changes to the data you entered can be made by answering Y or YES to the ANY CHANGES? query. Another payment number can be selected if you answer N or NO. You may end the option by entering E or END in the ANY CHANGES?, PAYMENT #, or PO # field.

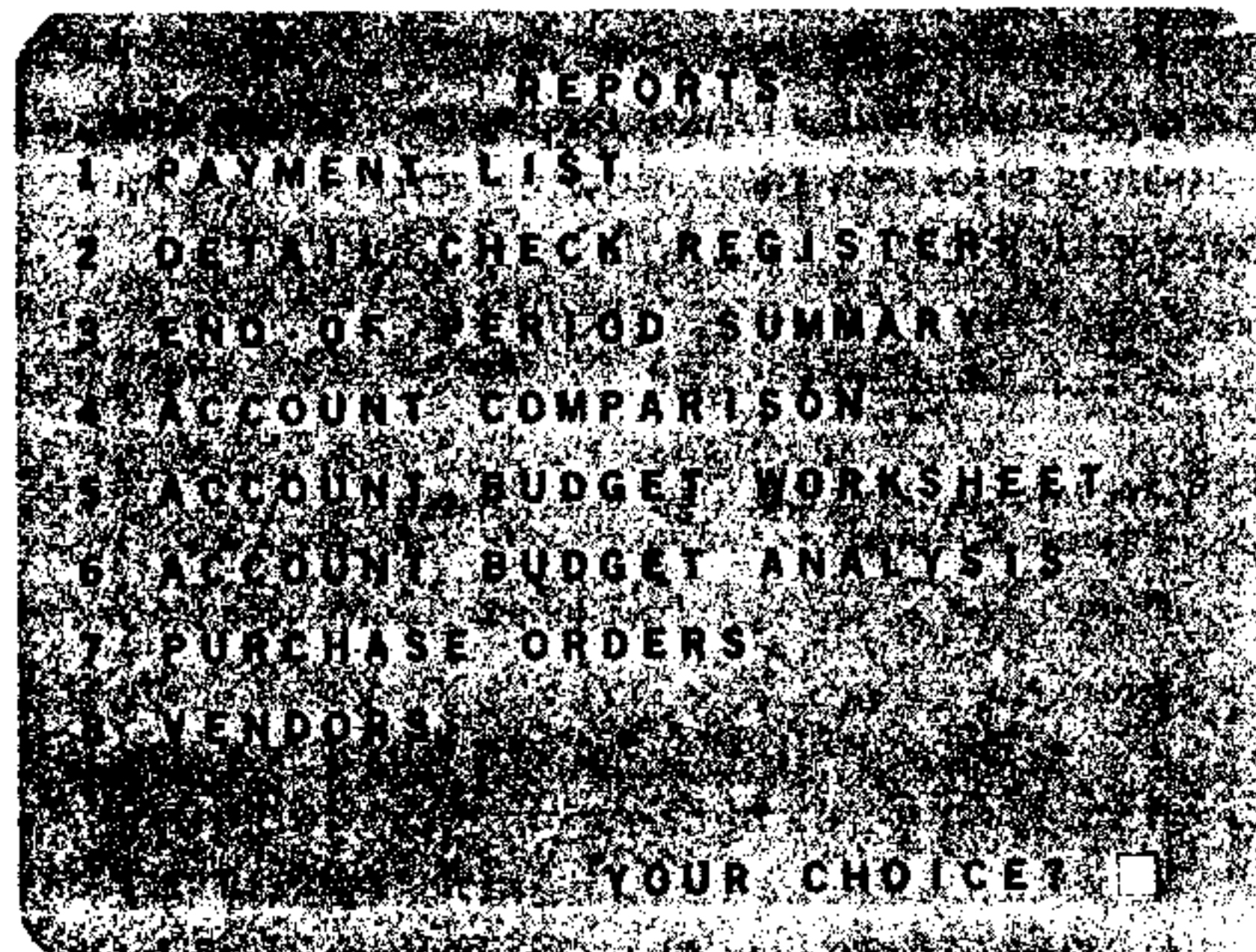
To review or edit any purchase order payment for the current period, first enter its payment number on the payments menu. The computer will display data for all the fields that had data entered previously. You can then edit the data, if necessary, by answering Y or YES to the ANY CHANGES? query. The cursor moves to the ACCT REC# field, and from there you can edit all fields on the screen.

Adjustment Procedures Adjustments are entered in the same way as normal direct or purchase order payments except that the vendor number is input as 000. This indicates to the computer that no check is to be produced for this type of payment, nor will this type of payment appear on the "Detail Check Register."

The adjustment procedure is used for entering payments when a check is not wanted. Another example of this would be a total of payroll checks written separately to pay individuals. It might also be used for correcting an error made during a previous period, such as charging the wrong account for goods or services. To make the correction, reverse the payment to the wrong account and charge the correct account. The COMMENTS field should be used when making the correction, to identify this payment as an "adjustment."

Option 5: Print Reports

This section describes the simple procedures for causing the printer to print automatically the particular report you want, with the latest information on it. When you select Option 5 you will see the following menu:



You may choose any of the eight reports by number, or you may enter E in response to the YOUR CHOICE? query, and then press ENTER to return to the main menu.

Important: Before selecting any report check that your printer is turned on, that its LINE/LCL switch is set to LINE, that the printer's interface cable leads to the port on the back of the RS-232 interface *next to* that unit's power cord, and that this cable is firmly connected at both ends.

If you select a report and the printer does not start, it may simply be off or set to LCL. In those

cases, just switch it on and/or reset it to LINE, and it will start to print.

However, if the printer is cut off from communication with the computer because the interface was not switched on, the program will stop abruptly as soon as a report is selected. The following input/output error message will be displayed at the bottom of the screen:

I/O ERROR 00 IN 30000

The code 00 means that data could not be transmitted to the printer. At this point, the application must be restarted, using this procedure:

1. Turn off the computer to reset it.
2. Make sure the RS-232 interface and the printer are both plugged in and properly connected to each other through the interface cable.
3. Switch on the RS-232 unit *before* turning on the computer again.
4. Check that the printer is on and set to LINE.
5. Turn on the computer and restart the application.
6. Get back to the REPORTS menu and select the report you want once more.

Report 1 When you choose to print the "Payment List," printing begins as soon as you enter 1 in answer to YOUR CHOICE?, and a PRINTING message appears on the screen while the list is being printed. When the report has been printed, the REPORTS menu will appear again so that you may select another report or enter E to go back to the main menu. This report should be selected *before* the end of each period so that you will have a list of all paid transactions for the period. After end-of-period processing, payment details are erased to make room for the next period's transactions.

Report 2 The "Detail Check Register" should be selected after you have entered all payments for the current period. It will not be printed unless at least one payment has been made. When you enter 2 in response to YOUR CHOICE? you are asked to enter the NEXT CHECK # (that is, the next open check in your checkbook). The application will assign check numbers to payments for which no check numbers were assigned when payments were entered, starting with this number.

If a check amount is negative, the error message THIS IS A NEGATIVE CHECK! is printed on the report. Negative checks *must* be cleared before end-of-period processing can take place. If any check has a zero amount, the error message THIS CHECK IS ZERO! will appear on the report.

Important: The report indicates FINAL PAY for purchase order payments only, *not* for direct payments. Therefore, it is necessary that all direct payments be paid in full, if possible.

Important: The application uses only one sequence of check numbers for the computer-assigned check numbers, so if your school or school district uses more than one checkbook, you should not use this feature, but enter the check numbers and dates individually on the payment screens.

The application displays UPDATING, SORTING, and PRINTING messages as it processes the data and prints the report. Upon completion of the "Detail Check Register," you will be asked if you wish to have the "Summary Check Register" printed as well. An answer of Y or YES causes the computer to print the report and then return to the REPORTS menu. An answer of N or NO simply displays the REPORTS menu. From this menu you may select another report or enter E to go back to the main menu.

Report 3 The "End-of-Period Summary," which always covers the previous period, will be printed as soon as this report is selected. Remember, the report does *not* subtract payments from balances for the current period. While money amounts reflect *last* period, the numbers of purchase orders and vendors reflect *current* status. When the PROCESS END-OF-PERIOD option on the main menu is selected, an "End-of-Period Summary" that *does* reflect all transactions made during the period just closed will be printed.

Important: Option 6, PROCESS END-OF-PERIOD, *must* be performed to post payments for the period just ended to the appropriate accounts and vendors, and to update balances and purchase orders.

After the report is completed, the REPORTS menu will appear so that you may select another report or enter E to return to the main menu.

Report 4 When the "Account Comparison" is selected, an UPDATING message appears and then the report is printed. Complete data about each account are listed in account record number sequence. As with Report 3 above, this report does *not* show current period payments until after the PROCESS END-OF-PERIOD option is selected from the main menu.

When printing is completed, the REPORTS menu appears again, from which you may select another report or enter E to return to the main menu.

Report 5 The "Account Budget Worksheet" is a document that aids in budget adjustments or the development of next year's budget. All account data needed are printed automatically for all accounts when this report is selected. When the last account is printed, the computer prints spaces for approval signatures at the bottom of the page, and then returns to the REPORTS menu.

Report 6 The "Account Budget Analysis" report should be selected after you have entered next year's budget for the accounts. After the report is chosen, UPDATING and PRINTING messages are displayed while it is being printed. Then the application returns to the REPORTS menu.

Report 7 The screen that appears after the "Purchase Orders" report is selected gives you the choice of listing only the purchase orders that are still open (but may be partly paid), only those that have been fully paid, or all purchase orders for the current period. No direct payments are shown. Purchase order payments are updated on this report and on screen only after end-of-period processing has been performed for the period.

The final payment status is determined by the Y, YES, N, or NO that you entered in the FINAL PAYMENT field of the PURCHASE ORDER PAYMENT screen (see Option 4 on the main menu). The application does not check whether the total on a purchase order has been completely spent. However, that can be checked quickly by calling up that purchase order through Option 3 on the main menu. Once you select Option 1, 2, or 3, the report will be printed and then the REPORTS menu will reappear.

Report 8 The "Vendors" list prints out as soon as the report is selected. No financial information is printed until after performing the PROCESS END-OF-PERIOD function on the main menu. When printing is completed, the REPORTS menu will appear again.

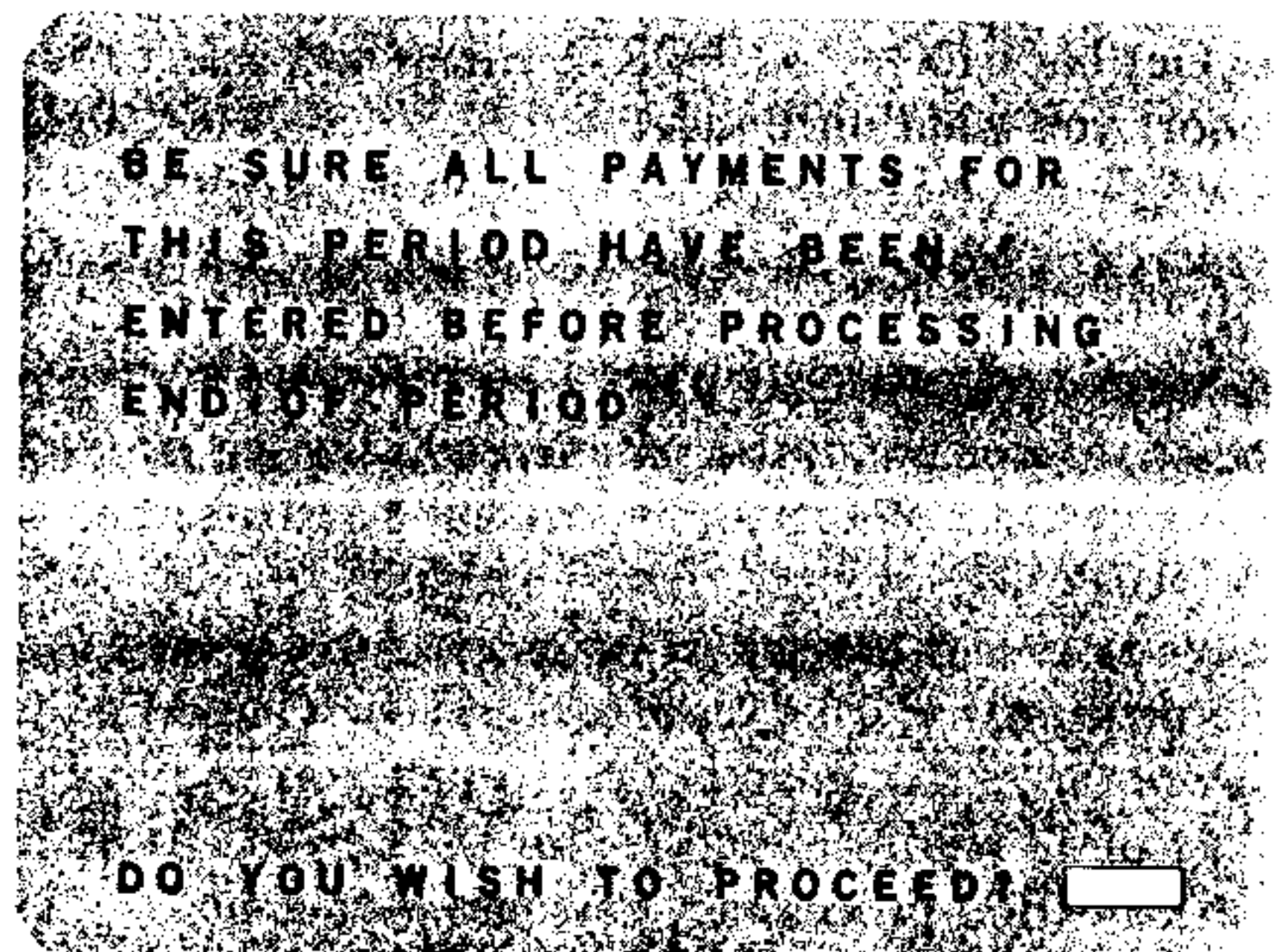
Option 6: Process End-of-Period

Option 6 posts all payments for a period, updates balances, and generates an end-of-period summary (Report 3). At the same time, it erases details of payments and adjustments for the period to make room for details of the new period's transactions. However, transaction details of closed periods are preserved on Reports 1 and 2. Therefore, before selecting Option 6 from the main menu, you should run the "Payment List" and both "Check Register" reports. The computer

will not allow you to select this option unless you have already run the "Detail Check Register" for the period.

Important: The "Detail Check Register" *must not* show any negative check amounts. A negative check is usually caused by a return or credit from a vendor that is greater than any of the current charges. The only way to correct the error is to void (by changing the amount to zero) the transaction causing the error, and then hold the credit or return until the charges equal or exceed it. To find the payment number to void, use the "Payment List," which lists each payment in the order that it was entered originally. The total of all invoices for the past period should equal the "Detail (and Summary) Check Register" totals. If these totals are not equal, each payment must be compared with the original invoices to find the error.

If the "Detail Check Register" has been run, the following message will be displayed:



If you have entered all payments for the period, answer Y or YES to proceed. The application will then display UPDATING and PRINTING messages in succession. When Option 6 is selected, the resulting report will summarize the amount expended, number of purchase orders open and paid, and purchase order payments made to vendors for the period. In addition, it will show the updated totals for the year to date. Compare the "End-of-Period Summary" on the facing page, run using Option 6, to the one on page 36, run using Option 5.

Important: After Option 6 has been completed, there will be no "Payment List" and "Detail (or Summary) Check Register" reports available until new payments are made in the new period.

10/30/82

*** END-OF-PERIOD SUMMARY ***
 ROCKY BLUFF SCHOOL DISTRICT
 1982-83 PERIOD 3

ACCOUNTS:	NUMBER	LAST YEAR ACTUAL	THIS YEAR BUDGET	NEXT YEAR BUDGET	YEAR-TO-DATE EXPENDED
	9	3,915,991.01	4,013,250.00	4,020,750	314,441.80

PURCHASE ORDERS:	NUMBER	ORDER AMOUNT	AMOUNT PAID	NUMBER OPEN PO'S	NUMBER FINAL PAY
	4	3,250.91	2,075.91	3	1

VENDORS:	NUMBER	YEAR-TO-DATE PAYMENTS	CHECKS WRITTEN	NUMBER NOT USED
	7	4,441.80	15	0

PAYMENTS:	NUMBER	AMOUNT PAID
PREVIOUS YEAR-TO-DATE	13	157,616.74
PERIOD 3	8	156,825.06
NEW YEAR-TO-DATE	21	314,441.80

Report 3

The following is a suggested procedure for posting and updating accounts at the end of a period:

- | Step | Task |
|------|---|
| 1 | Print "Payment List." |
| 2 | Print "Detail Check Register." |
| 3 | Check report data against invoices for the period. |
| 4 | Clear negative checks, if any. |
| 5 | Verify adjusted TOTAL OF ALL CHECKS on "Detail Check Register" against check stubs. |
| 6 | Print "Summary Check Register." |
| 7 | Write checks for payments not yet made from "Detail Check Register" information. |
| 8 | If <i>School Mailer</i> application is in use, print mailing labels for vendor checks. |
| 9 | Perform Option 6, PROCESS END-OF-PERIOD, which automatically updates all balances as of the end of the period and prints the "End-of-Period Summary."
<i>Remember:</i> Once the balances are posted, all individual payment records for the period just closed and all direct payments are erased. |
| 10 | Print updated "Account Comparison" report. |
| 11 | Print updated "Purchase Orders" report. |
| 12 | Print updated "Vendors" list. |
| 13 | Verify number of checks written and year-to-date totals paid to each vendor. |
| 14 | Distribute reports for period just ended. |

Option 7: Process End-of-Year

This option is selected at the end of the accounting year when you want to erase all current year transaction data. When you select this option, you will see the following warning screen:

```
BE SURE YOU HAVE RUN ALL
REPORTS BEFORE END-OF-YEAR
PROCESSING BECAUSE CURRENT
DATA WILL NOT BE SAVED

DO YOU WISH TO PROCEED? 
```

If you wish to proceed, enter Y or YES. You will then be asked ARE YOU SURE? If you still want to proceed, enter Y or YES and an UPDATING message will appear on the screen. Otherwise, enter N or NO and the main menu will reappear. *Important:* When this option has been completed, all purchase order payment data for the year will be erased, in preparation for a new fiscal year. Year-to-date payments for vendors are reset to zero. The total spent from each account by the end of the year (YTD EXPENDED) becomes the new total in LAST YEAR ACTUAL for that account. What had been the NEXT YEAR BUDGET figure for each account becomes THIS YEAR BUDGET, and can be altered. The NEXT YEAR BUDGET field for each account becomes zero. The ACCOUNTING YEAR fields on the DISTRICT NAME screen will show the next consecutive accounting year automatically. The diskettes are fully updated and ready to receive data for the first period (Period 1) of the new accounting year.

However, the accounts and vendors that were established are *not* erased. If there are accounts and vendors that you wish to remove from the diskettes, you may do so by using Option 1, ENTER/EDIT ACCOUNTS, and Option 2, ENTER/EDIT VENDORS, from the main menu. It is not wise to do this except at the end of the year.

Suggested Accounting Procedures

The procedures outlined in this section are suggested to give you a better understanding of how to use *Accounting Assistant* most effectively. Each school district has different needs, and these procedures can be adjusted accordingly. The following discussion covers budgeting, purchasing, payments, and reporting.

By entering purchase order data into *Accounting Assistant* you can obtain improved control of expenditures. The budget balance of the "Account Comparison" report (see page 36) will then reflect both actual payments made and amounts committed (purchase orders) for goods or services as of the close of the last accounting period. It is more difficult to control direct payments since they are simply deducted from the account referenced; no detail record is kept.

Requisitions Requisitions may be used by school employees to request goods or services.

Accounting Assistant does not print requisition forms, so each school district should continue to use its existing purchase requisitions. These forms should be prenumbered for ease in keeping track of requisitions. The form usually contains the following details; those printed all in capitals can be entered on your *Accounting Assistant* diskettes:

REQUISITION NUMBER

VENDOR NAME and ADDRESS

requisitioner name, department, school

date requested

date requisition filled out

quantity

unit of measure

item description

unit price and total AMOUNT OF ORDER

PURCHASE ORDER NUMBER (to be filled in by the purchasing department)

ACCOUNT RECORD NUMBER (to be filled in by the purchasing department)

The requisition form should be a multipart form so that copies can be sent to the purchasing department, the administrator's office, and the requisitioner. All copies should then be sent to the purchasing department, where the following steps can take place:

1. The purchasing department personnel determine the proper account to be charged for the requisitioned item, look up the account record number, and add it to the requisition.
2. Then they call up that account on the screen (or they could print the "Account Comparison"

report; using the screen is quicker) and check the YTD EXPENDED amount.

3. Next they run the "Payment List." It is advisable to run it first thing every morning to pick up all payments from the previous day, so that there is always an up-to-date list of payments.

4. They check the "Payment List" for any payments charged to that account in the current period and deduct these from the YTD EXPENDED amount.

5. Then they can compare that balance to the requisition amount and process the requisition if the balance is sufficient.

The administrator's copy and the requisitioner's copy are then returned to them, indicating whether or not the item has been ordered. The administrator's office files the copy numerically by requisition number as a permanent record. The requisitioner should keep a copy, at least until the goods are received.

Purchase Orders Purchase order forms should be prenumbered in sequence. Even voided purchase orders should be filed numerically. A purchase order usually contains the following information; the details printed in capitals can be stored on your *Accounting Assistant* diskettes:

PURCHASE ORDER NUMBER

ACCOUNT RECORD NUMBER (of account to be charged)

ACCOUNT CODE NUMBER and

DESCRIPTION

VENDOR NUMBER, NAME, and ADDRESS
shipping address

PURCHASE ORDER DATE

date required

quantity

unit of measure

item description

unit price and total AMOUNT OF ORDER

authorized signature(s)

The purchase order form should be a multipart form so that copies can be sent to the vendor, the appropriate administrator's office, and the receiving department. The purchasing department should file duplicate copies numerically and alphabetically by vendor. The numerical file is used to control the purchase orders. All purchase order numbers must be accounted for, without any gaps in sequence. The alphabetical copy is first used to enter the purchase order onto the *Accounting Assistant* diskettes, then filed alphabetically by vendor name and used as a reference if questions are raised about the order.

The receiving department copy is used to mark goods as received. When an invoice or shipment is received from the vendor, the receiving copy is checked to make sure the goods have been delivered before payment is made.

Hints to Help You

Backing Up Data

When you terminate a work session by entering E at the end of the main menu you will see a message reminding you to make copies of both your diskettes if they contain significant new data, and to remove them from the drives before turning off any power. Copying or *backing up* your updated data—both additions and deletions—onto backup diskettes is an essential precaution to guard against loss of data. *It is especially important with an accounting application for which new transactions may be entered every day.*

If you do not back up new data daily it is recommended that you consider doing so at least once a week. For the procedure for copying diskettes automatically using the *Disk Manager* module, see “Backing Up Diskettes” in Part 1, page 20.

Security Measures

A considerable degree of security is built into *Accounting Assistant* because the program itself, being in a solid-state command module, cannot be altered. Nonetheless, it is up to your district to provide other security measures to forestall unauthorized use of the module and alteration of accounts.

It is recommended that users of *Accounting Assistant* either follow the “Suggested Accounting Procedures” outlined on pages 57–58 or develop their own procedures that assure that appropriate personnel are able to monitor the accounting process. It is also a wise precaution to keep the command module separate from the data diskettes, and to store both in secure files with limited access. In addition, it is advisable to keep master diskettes and backups in separate files.

Caring for Your Module

School Management Modules are sturdy devices that cannot jam or be accidentally erased. Nonetheless, they deserve the same care you would give any high-quality piece of electronic or audio-visual equipment. Keep the module clean and dry and do not touch its recessed contacts. **Important:** Like data on diskettes, the program stored in a module can be damaged by static electricity discharges. Keep the module away from sources of static. See “Avoiding Accidental Data Loss” in Part 1.

In Case of Difficulty

If the module does not appear to be performing

properly, return to the preliminary Texas Instruments screen by turning the computer off and then on again. Withdraw the module, realign it with the module port on the console, and reinsert it carefully. Then press any key to make the master selection list appear. The title of the module should be on this list. Press the appropriate key to restart the application. If the problem continues, turn the console off, wait a few seconds, then switch it on and again restart the application as above.

If the module is accidentally removed from the console port while being used, the computer may behave erratically. To restore normal operation, turn off the console, wait a few seconds, reinsert the module carefully, and switch on again.

If you experience further difficulty, consult "Checking Your System" in Part 1. Additional information may be found in your *User's Reference Guide* for the TI 99/4 or TI 99/4A. If you need further assistance, contact the Customer Service Representative for Electronic Publishing at your nearest Scott, Foresman Regional Office, or your local authorized Scott, Foresman dealer.

The Accounting Assistant Flow Chart

Preliminary menu
and *School
Management* title
screens

DISK CHECK
If disk error message
displayed, correct
and press any key to
continue

Enter name of school
or district, work
session date, and
accounting year

If using new, blank
diskettes

ACCOUNTS
Enter new account
codes, descriptions,
last year actual, this
year's budget

VENDORS
Enter new vendor
names and addresses

E

Option 1

**ENTER/EDIT
ACCOUNTS**
Enter or edit account
codes, descriptions,
and budgets

E

Option 2

**ENTER/EDIT
VENDORS**
Enter or edit vendor
names and addresses

E

Option 3

**ENTER/EDIT
PURCHASE
ORDERS**
Enter or edit one
purchase order item

E

Key:

E (beside a screen): The END function can be used here to return to the previous display, or if selected on the main menu, to end the program. Until E or END is entered, the application will continue in the sequence of displays for the option being used.

R (beside a screen): The computer returns automatically to the main menu after this step.

Caution: Remember *never* to use the QUIT function to stop the application, as it may cause data on diskettes to be destroyed. Always use the END function to end the application.

If diskettes already contain data

End of program

Back up new data
Remove and file diskettes before switching off machine

Main menu:
ACCOUNTING ASSISTANT
Options 1-7 and E to end program

E

Option 4

ENTER/EDIT PAYMENTS
Choose Option 1 or 2

Menu:
REPORTS
Reports 1-8

Option 6

PROCESS END-OF-PERIOD
Posts all transactions and produces End-of-Period Summary

Option 7

PROCESS END-OF-YEAR
Erases all current year transactions and updates information

E

E

R

R

(Option 5 continued on following page)

Option 1

DIRECT PAYMENT
Enter or edit direct payment information

Option 2

PURCHASE ORDER PAYMENT
Enter or edit purchase order payment information

E

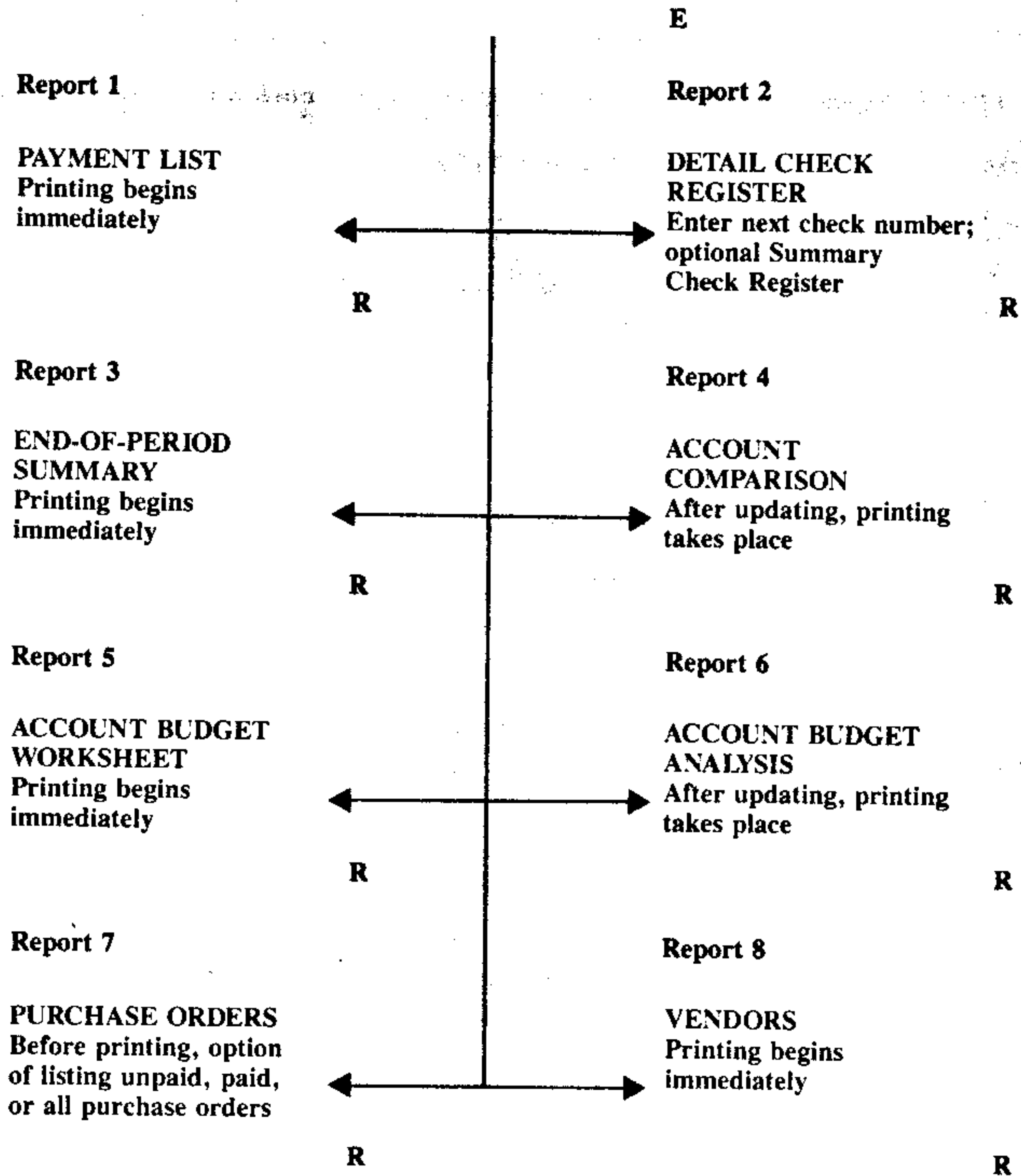
E

The Accounting Assistant Flow Chart

(Continued from preceding page)

Option 5

Menu:
REPORTS
Reports 1-8



Glossary of Data Fields

ACCOUNT CODE: 25 spaces; any letters, numbers, or other symbols that your district uses to identify an expenditure account. Required entry when entering account data. This code is for reference only and is *not* used by the application to call up account data; the ACCOUNT RECORD # is used for that purpose.

ACCOUNT RECORD #: 3 spaces; numbers only. Required entry when editing accounts, entering or editing purchase orders, and making payments. Record numbers are assigned automatically by the computer in ascending order from 001 to 400. Record numbers are used to call up accounts for entry and editing of data or for charging a specific purchase order payment to a certain account.

ACCOUNTING YEAR: 2 fields, 2 spaces each; numbers only. Required entry. The ACCOUNTING YEAR is the year for which the information is stored on the pair of diskettes in use.

ACCT REC #: See ACCOUNT RECORD #.

AMOUNT: See AMOUNT OF PAYMENT.

AMOUNT OF ORDER: 9 spaces; numbers and decimal point only. Required entry when entering purchase orders. This field is used to enter the cost of one item on one purchase order. The maximum amount that can be entered is \$999,999.99. A decimal point is needed only if cents are included. Do not use commas or a dollar sign. The application does *not* check to see if the order amount is larger than the balance in the account charged.

AMOUNT OF PAYMENT: 9 spaces; numbers and decimal point only. Required entry. This field is used both with direct and purchase order payments to enter the amount that is being paid on an invoice or other bill. The maximum amount that can be entered is \$999,999.99. A decimal point is used only if cents are included. Do not use commas or a dollar sign.

AMOUNT PAID: 9 spaces; numbers and decimal point only. The maximum amount that can appear is \$999,999.99. A decimal point is needed only if cents are included. In this field the application displays the sum paid on an open purchase order as of the end of the last accounting period. This amount is updated automatically during end-of-period processing, when the application posts all payments made during the period just completed.

ANY CHANGES?: 3 spaces; N/NO, Y/YES, or E/END. Required entry. This query appears on input screens throughout the application after data fields have been filled in. When the cursor reaches ANY CHANGES?, data should be proofread carefully. A response of Y or YES returns the cursor to the start of the display so that data can be edited.

CHECK #: 6 spaces; numbers only. This field is for the number of the check written to pay an order. If the check number is entered when the order is entered, the check date must also be entered. If the check number field is left blank, a date cannot be entered.

COMMENT: 10 spaces; any letters, numbers, or symbols. This field can be used to describe a payment briefly, or for other notes.

DATE: 3 fields, 2 spaces each; numbers only. Required entry. If a check number is entered to pay an order, this date field, representing the date the check was written, must be filled in also.

DESCRIPTION: 20 spaces; any letters, numbers, or symbols. Required entry when entering accounts. This field is used to describe an account.

FINAL PAY: See FINAL PAYMENT.

FINAL PAYMENT: 3 spaces; Y/YES, or N/NO. This field indicates whether the amount paid is the final payment on a purchase order or the order remains open.

INVOICE: 10 spaces; any characters. This field is for entering the number of the invoice accompanying a shipment. It may be used instead for an additional comment.

LAST PERIOD BAL: 9 spaces; any numbers. This field is used to indicate the balance still due on an open purchase order. This balance is updated automatically by the application each time payments are posted by end-of-period processing.

LAST YEAR ACTUAL: 10 spaces; numbers and decimal point only. Required entry. This field displays the actual amount of money that was spent during the previous year from this account. The maximum amount that can be entered is \$9,999,999.99. A decimal point is used only if cents are included. Do not use commas or a dollar sign.

NEXT CHECK #: 6 spaces; any numbers. Required entry. This query appears at the bottom of the REPORTS menu when you select Report 2, "Detail Check Register." It is asking for the number of the next unused check in your checkbook. When the "Detail Check Register"

is printed, the application will use whatever number is entered here as the start of the sequence of check numbers for those payments to which no check number had previously been assigned.

NEXT YEAR BUDGET: 7 spaces; numbers only. **Required entry.** This field is used to indicate the amount budgeted for the coming year for a single account. The application automatically transfers this amount to the field for **THIS YEAR BUDGET** during end-of-year processing. The figure can be edited after that. The maximum amount in this field is \$9,999,999. A dollar sign, decimal point, or commas are not accepted.

OF CHECKS WRITTEN: 2 spaces; numbers only. This field indicates how many checks have been written to a particular vendor. The application fills in this amount automatically and updates it each time the end-of-period processing is performed.

PAYMENT #: 3 spaces; numbers only. **Required entry when editing payments.** This field is for calling up a purchase order payment or direct payment that is to be edited or reviewed.

PO DATE: See **PURCHASE ORDER DATE**.

PO #: 6 spaces; numbers only. **Required entry.** This field is used to identify each purchase order stored on diskette. When all or part of a purchase order is paid, its number must be entered on the payment display with each item payment so that the expenditures will be credited to the proper purchase order.

PURCHASE ORDER DATE: 3 fields, 2 spaces each; numbers only. **Required entry.** These fields are for the date the order was written.

RECORD #: See **ACCOUNT RECORD #**.

REQ #: See **REQUISITION #**.

REQUISITION #: 6 spaces; any characters. This field can be used to record the number of the requisition that requests a purchase order or direct purchase.

RUN DATE: 3 fields, 3 spaces each; numbers only. **Required entry.** It is essential to use a current **RUN DATE** for each work session with *Accounting Assistant*. It is printed at the top of all reports from that session.

THIS YEAR BUDGET: 10 spaces; numbers and decimal point only. **Required entry.** The maximum amount that can be entered is \$9,999,999.99. A decimal point is used only if cents are included. Do not use commas or a dollar sign. This field indicates the total amount budgeted for one account for the current year.

VENDOR #: 3 spaces; numbers only. **Required entry when editing vendors and purchase orders and when making direct payments.** This field is used to indicate the vendor who is responsible for supplying a particular order. Once a number has been entered, the vendor name will appear automatically; however, number and name can be changed then if the order is actually received from a different vendor.

YEAR-TO-DATE PAYMENTS: 10 spaces; numbers only. This field indicates the amount of money that has been paid to each vendor to date. This amount is filled in automatically by the computer, and the balance is updated after end-of-period posting is performed.

YTD (year-to-date) EXPENDED: 10 spaces; numbers only. This field reflects the amount of money spent to date from a particular account. The application fills in the amount automatically and updates it each time end-of-period processing is performed. After end-of-year processing, the final total in this field is transferred to the **LAST YEAR ACTUAL expenditures** field for the new accounting year.

Microcomputer Glossary

backup: a duplicate data disk made as a reserve in case of accidental erasure of or damage to a master disk; also, the process of copying the contents of a master disk onto a reserve disk, which is most conveniently done when both disks are in connected disk drives.

branch: an alternative procedure in an application that is triggered instead of another procedure by a specific input or command. In *School Management Applications*, the user-controlled branches are identified by numbered lists on menu screens and selected by entering the desired number.

character: any letter, number, or other symbol, such as an asterisk or plus sign. To a computer a space counts as one character.

cursor: a movable symbol (such as a rectangle or a dash) that flashes on a monitor screen at the point where the next character can be typed. Data cannot be entered at any place or any time that the cursor is not flashing.

data-entry form: a form that conveniently presents varied input data for one application in a clear layout to make accurate keyboard input easier.

default: an item of data that a computer will use as input unless given other data. The most likely response to a query on a display is often preset to be a default.

disk: a magnetic recording medium on which coded information can be stored and swiftly retrieved from any location on the disk. Disks work much faster and more reliably than cassette tapes for data storage and retrieval.

diskette: a small "mini-floppy" disk, 5¼ inches across, made of flexible plastic coated with a thin layer of metallic oxide.

diskname: a user-assigned code name consisting of up to ten characters (with no periods or spaces), which is recorded on a disk to enable a computer to "recognize" that disk when it is in a drive.

display: the information shown on a video monitor screen at any one time.

editing keys: certain keys that, when used with the SHIFT or FCTN key, can move the cursor within a data field, erase an entire field, or delete and insert characters.

ENTER: a command key at the right of the TI 99/4 keyboard that signals the computer to accept or "remember" the last group of data typed in.

field: a specific space on a disk or other data-storage device that is reserved for a single item of information, and limited to a certain number of characters; for instance, a field of 23 spaces for a name, or one of 4 spaces for a room number. In

School Management Applications, each data field is displayed on the monitor as a white block whose length indicates the number of characters that can be input there. Some fields are for numbers or letters only.

initialization: the process by which an operator identifies a disk with a unique diskname, while the computer clears the disk and sets up an index to prepare it for new data.

input: any data that must be provided to a computer in order to use an application.

interface: a communications link between two devices or computer systems, in which such variables as their rates of data handling or their types of electronic coding are adjusted to work together.

menu: a video display on which branches are listed as numbered options that are selected by typing the desired number and pressing the ENTER key. On some menus, just pressing the number is sufficient.

microcomputer: a small, economical, portable computer that is very simple to operate.

output: any product of a computer such as a printed report or a video display.

RAM (Random Access Memory): computer circuitry that allows information to be both "written" in and also "read" out, but that offers no safeguards against erasure.

read/write head: the part of a disk drive that both records data on a disk and locates it to be played back.

ROM (Read Only Memory): computer circuitry that permanently protects stored contents, thus allowing a program to be freely "read" and used, but not tampered with nor erased.

sector: a segment of a disk that can hold a certain maximum quantity of data (usually 256 characters). A sector is analogous to one drawer in a bank of file cabinets. Diskettes are said to be *soft-sectored* if a computer can adjust their sectors, and *hard-sectored* if the diskette is manufactured with predefined sectors.

Solid State Software™: read-only application (or *command*) modules that contain pretested computer programs and that are fast-working, durable, and tamper-resistant because they have no loose wires or moving parts.

Index

Boldface page numbers refer to diagrams

- A**
Account Budget Analysis (Report 6), 38, 39, 54
Account Budget Worksheet (Report 5), 37, 38, 44, 54
Account codes, 32, 43, 44, 47, 52, 57
Account Comparison (Report 4), 34, 36, 38, 48, 53, 56, 57
Account record number, 33, 43, 44-45, 46, 48, 50, 51, 57
Accounting Assistant
accounting procedures, 43-45, 57-58
coordinating with other applications, 44-45
ending application, 46
flow chart, 60-62
main menu, 46
printing reports, 52-54
starting the application, 42
Accounting period, 33, *see also* "Process End-of-Period (Option 6)"
Accounting year, 42, *see also* "Process End-of-Year (Option 7)"
Accounts
collecting accounts data, 44
deleting, 47, 56
editing, 46-47
entering, 32, 43, 46-47
setting up, 43-44
Activity Accountant
application, coordinating accounts, 44-45
- B**
Backing up data, 16, 20-21, 32, 58
Budgets
determining, 38, 44
entering, 43
- C**
Care of components, 6-7
of diskettes, 7, 18
of module, 6, 58
of printer, 7, 23
Checks
check dates, 34, 51
check numbers, 34, 50, 51, 53
negative checks, 53, 54, 56
writing checks, 34, 38, 45, 50, 51, 52, 56
zero checks, 53
Closing a period, *see* "Process End-of-Period (Option 6)"
Closing a year, *see* "Process End-of-Year (Option 7)"
Compressed print, 30
Computer system diagram, 7
Connecting components, 8-9
Console, 13, 31
resetting computer, 29
Coordinating the accounting applications, 44-45
Cursor, 10, 14, 40-41
- D**
Data
backing up, *see* "Backing up data"
editing, *see* "Editing data"
maximum limits, *see* "Maximum data capacity"
protection of, 6, 9, 17, 20-21, *see also* "Backing up data"
Data-entry form, 49, 50, 51, 68
Data fields, 14, 40-41
glossary, 63-64
length limits, 41
required-entry fields, 42
Deleting characters, 14
Detail Check Register (Report 2), 33, 34, 35, 38, 49, 51, 52, 53, 54, 56
Diagnosing problems, *see* "Operating difficulties"
Direct payments, *see* "Payments"
"Payments"
Disk check, 40, 42
Disk controller, 8
Disk drives, 8
adapter board and plug, 8
modifying DRIVE 1, 17
numbering disk drives, 8, 17
Disk Manager module, 9-12, 20-21, 31, 32, 58
Disk memory system, 16-17
connecting disk units, 8
Diskettes, 16
care of, 7, 18
cataloging diskettes, 21
data limits, 32, 33
diskettes for *School Management Applications*, 16
initializing diskettes, 10-11, 18-19
naming diskettes, 19
testing diskettes, 11, 19, 20
Dollar amounts, how to enter, 43, 48, 50, 51
- E**
E key, 41, 46
Editing data, 42, 46, 47, 48, 49, 51, 52
Editing keys, 14, 40-41
Electrical safety, 5-6
End-of-Period Summary (Report 3), 34, 36, 53, 54, 55, 56
Enter/Edit Accounts (Option 1), *see* "Accounts"
Enter/Edit Payments (Option 4), *see* "Payments"
Enter/Edit Purchase Orders (Option 3), *see* "Purchase Orders"
Enter/Edit Vendors (Option 2), *see* "Vendors"
ENTER key, 10, 14
Entering name, date, and fiscal year, 42
Erasing data, 14
- F**
Flow chart, 60-62
Form, *see* "Data-entry form"
Function keys, 10, 13-14, 40-41
Fund account numbers, *see* "Account codes"
- I**
Input/output error messages, 16, 19, 31, 53
Inserting characters, 14
Invoices, 49, 50, 51, 52
I/O ERROR nn IN nnnnn, *see* "Input/output error messages"
- K**
Keyboards, 10, 14
Keyboard diagrams, 10, 14
- M**
Magnetism and data loss, 6, 18
Maximum data capacity, 32, 43, 46, 48, 50, 51
Menus
main, 46
payments, 49
reports, 52
using, 4, 46
Modules, 10, 13
care of, 6, 58-59
changing, 41
Moving the cursor, 14
40-41
- N**
Negative checks, 53, 54, 56
Numbering accounts, *see* "Account codes" and "*Accounting Assistant*, coordinating with other applications"
- O**
Operating difficulties, 29-31
abnormal printing, 28, 30
cable damage symptoms, 29
disk system checks, 11-12, 17, 19-20, 31
failure to print, 30
Input/output error messages, 16, 19, 31
module malfunction, 58-59
RS-232 interface, 16, 31
TSD error codes, 26
uninitialized diskette, 31
video monitor, 31

- P**
 Paper, loading, 24-25
 Paper-out sensor, 11, 22, 23
 Payment adjustment procedures, 52
 Payment List (Report 1), 33, 34, 35, 38, 49, 53, 54, 56, 57
 Payments
 adjustment procedures, 52
 direct payments, 49, 50, 51, 53
 editing, 33, 49, 51, 52
 entering data, 33, 49, 50, 51, 52
 Payments form, 49, 50, 51, 68
 purchase order payments, 49, 51, 54, 56
 Payroll Assistant
 application, coordinating accounts, 44-45
 Power requirements (electrical), 5
 Printing reports (Option 5), 33, 34, 38, 52-54, 56
 Printer, 22-29
 adjusting printhead pressure, 25, 30
 CARR RCV light, 26
 carriage jam, 23, 30
 changing paper form length, 24
 configuration report, 28, 30
 diagnostic tests, 28
 diagrams of printer, 22-23
 format report, 28, 29, 30
 function keys, 25
 keypad functions, 27-29
 LINE/LCL switch, 9, 26
 LINE RDY light, 26
 paper-feed paths, 23, 30
 paper-out signals, 23, 24, 30
 paper thickness
 adjustment lever, 24, 25, 30
 printhead, 23, 24, 25
 restarting, 53
 ribbon installation, 23-24
 stoppage, 53
 TSD code table, 26
 Process End-of-Period (Option 6), 33, 34, 38, 45, 53, 54, 56
 Process End-of-Year (Option 7), 33, 49, 56
 Purchase order payments, *see* "Payments"
 Purchase orders
 deleting, 49
 editing, 48, 49
 entering data, 32, 33, 48
 procedures for using, 57-58
 Purchase Orders (Report 7), 38, 39, 52, 54, 56
- Q**
 QUIT function, 14, 41, 46
- R**
 Reports
 Account Budget Analysis (Report 6), 38, 39, 54
 Account Budget Worksheet (Report 5), 37, 38, 44, 54
 Account Comparison (Report 4), 34, 36, 38, 48, 53, 56, 57
 Detail (and Summary) Check Register (Report 2), 33, 34, 35, 38, 49, 51, 52, 53, 54, 56
 End-of-Period Summary (Report 3), 34, 36, 53, 54, 55, 56
 Payment List (Report 1), 33, 34, 35, 38, 49, 53, 54, 56, 57
 Purchase Orders (Report 7), 38, 39, 52, 54, 56
 Vendors (Report 8), 38, 39, 50, 54, 56
 Report management and distribution, 38
 Requisitions, 48, 57
 Resistor pack, removing, 17
 Ribbon, installing, 23-24
 RS-232 interface, 8, 16, 31, 40, 52
- S**
 School Mailer application, mailing labels for vendor checks, 38, 56
 Sector (on disk), 11
 Setting printer
 configuration codes, 27, 28, 30
 Setting printer format, 28, 29
 Setting up accounts, *see* "Accounts"
 Signal tones
 with Accounting Assistant, 41
 with printer, 27
 Starting printer, 25, 52-53
 Static electricity and data loss, 6, 18
 Summary Check Register (Report 2), 34, 35, 51, 53, 54, 56
 Switching on units, correct sequence, 9, 29
- T**
 Terminal Status Display (TSD), 9, 25, 26, 30
 TSD code table, 26
- V**
 Vendors
 deleting, 48, 56
 editing, 46, 47
 entering, 32, 45, 47
 Vendors (Report 8), 38, 39, 50, 54, 56
 Video display automatic shut-off, 15, 31
 Video modulator connections, 15
 Video monitor, 15, 31
- W**
 Writing checks, *see* "Checks"

Accounting Assistant Payments Form

School District or School

Year or Term

Page

Please Print

Account PO# (for purchase orders only)

Rec. #

Amount of Payment

Comment

Invoice

Vendor# Check#

Date

Final Pay

3	6	9	10	10	3	6	2	2	3

Prepared by

Date

Approved by

Date

Date Entered

(Signature)

(Signature)

Request for Adjustment (Continue on back if necessary)

Invoice#

Vendor Name

Explanation

Approved

Date Done

(Signature)

Scott, Foresman and Company
School Management Applications

This page may be reproduced

Warranty and Service Information

Texas Instruments Incorporated extends this consumer warranty only to the original consumer purchaser.

Warranty Coverage

This warranty covers the electronic and case components of the software module. These components include all semiconductor chips and devices, plastics, boards, wiring, and all other hardware contained in this module ("the Hardware"). This limited warranty does not extend to the programs contained in the software module and in the accompanying book materials ("the Programs").

The Hardware is warranted against malfunction due to defective materials or construction. **This warranty is void if the hardware has been damaged by accident or unreasonable use, neglect, improper service, or other causes not arising out of defects in material or construction.**

Warranty Duration

The Hardware is warranted for a period of three months from the date of the original purchase by the consumer.

Warranty Disclaimers

Any implied warranties arising out of this sale, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, are limited in duration to the above three-month period. Texas Instruments shall not be liable for loss of use of the Hardware or other incidental or consequential costs, expenses, or damages incurred by the consumer or any other user.

Some states do not allow the exclusion or limitation of implied warranties or consequential damages, so the above limitations or exclusions may not apply to you in those states.

Legal Remedies

This warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

Performance by TI Under Warranty

During the three-month warranty period, defective Hardware will be replaced when it is returned postage prepaid to a Texas Instruments Service Facility listed below. The replacement Hardware will be warranted for a period of three months from date of replacement. Other than the postage requirement, no charge will be made for replacement. TI strongly recommends that you insure the Hardware for value prior to mailing.

Texas Instruments Consumer Service Facilities
Texas Instruments Service Facility
P.O. Box 2500
Lubbock, Texas 79408

Geophysical Services Incorporated
41 Shelley Road
Richmond Hill, Ontario, Canada L4C5G4

Consumers in California and Oregon may contact the following Texas Instruments offices for additional assistance or information.

Texas Instruments Consumer Service
831 South Douglas Street
El Segundo, California 90245
(213) 973-1803

Texas Instruments Consumer Service
10700 Southwest Beaverton Highway
Beaverton, Oregon 97005
(503) 643-6758

Important Notice of Disclaimer Regarding the Programs

The following should be read and understood *before* purchasing and/or using the software module.

Scott, Foresman and Company does not warrant that the *School Management Applications* Programs will be free from error or will meet the specific requirements of the consumer. The consumer assumes complete responsibility for any decisions made or actions taken based on information obtained using the Programs. Any statements made concerning the utility of the Programs are not to be construed as express or implied warranties.

Scott, Foresman and Company makes no warranty, either express or implied, including but not limited to any implied warranties of merchantability and fitness for a particular purpose, regarding the Programs and makes all Programs available solely on an "as-is" basis.

In no event shall Scott, Foresman and Company be liable to anyone for special, collateral, incidental, or consequential damages in connection with or arising out of the purchase or use of the Programs and the sole and exclusive liability of Scott, Foresman and Company, regardless of the form of action, shall not exceed the purchase price of the software module. Moreover, Scott, Foresman and Company shall not be liable for any claim of any kind whatsoever by any other party against the user of the Programs.

Some states do not allow the exclusion or limitation of implied warranties or consequential damages, so the above limitations or exclusions may not apply to you in those states.



Scott, Foresman and Company
Electronic Publishing

Texas Instruments 99/4 version

30443